





# COMMEMORATIVE TREE & BENCH PROGRAM POLICIES

## COMMEMORATIVE BENCH, BRICK & TREE DISCLAIMER

The Park District is responsible for the installation of commemorative benches, bricks, and trees. While donor preferences will be considered, the final selection and placement of trees and benches are at the sole discretion of the Park District. General locations will be determined in collaboration with the donor; however, placement within parks is subject to availability, maintenance considerations, and park planning guidelines.

All commemorative trees and benches become the property of the Park District upon installation and may be subject to relocation or removal due to park modifications, maintenance needs, or unforeseen circumstances. Certain parks, including Snyder Park, have limited space for new memorial placements, and areas of historical significance are off-limits unless expressly approved by the Director.

Acquiring suitable trees, benches, and installation materials may take an extended time. Specific tree species may be planted later to ensure optimal growing conditions. Additionally, brick and bench production can take a minimum of six months.

## REPLACEMENT & MAINTENANCE

The Park District will replace commemorative trees at no cost to the donor if they fail within two years of the original planting or subsequent replanting date. The Park District will maintain commemorative benches and tree bricks for two years. The District ensures that high-quality benches and trees are purchased to enhance longevity. The benches are made from durable plastic lumber, designed to withstand the elements and last for decades, while trees are carefully selected for their resilience and suitability to the environment. Repairs or replacements of benches are at the discretion of the Park District after two years. Memorials are self-supporting, meaning all associated costs beyond the initial installation are the donor's responsibility. If a memorial is deemed unsafe or beyond repair, it will be removed by the Park District.

## BENCH & BRICK INSCRIPTIONS

Staff must review and approve all wording for bench and brick inscriptions. Bricks will be placed at ground level at the base of the commemorative tree. Benches will feature a personalized engraved message with lettering filled with a glossy resin inlay to ensure visibility.

**By submitting an order, the donor acknowledges and agrees to the above terms.**

