



Parks and Recreation Department Bench Stewardship Program Manual (Revised January 2023)



The Parks and Recreation Bench Stewardship Program allows community members to make a stewardship donation to the department for the purchase, replacement, or refurbishment and maintenance of a park bench. The bench stewardship donation includes a plaque commemorating a person for the life of the bench. The bench stewardship program is a way to honor a loved one while supporting the ongoing maintenance of Boulder's park system.

Details of the Program:

- The department allows 1 bench per event or individual being commemorated.
- The department generally places or replaces no more than 7 memorial benches each year, or one month of work for the park operations staff installing these benches. This does not include benches that may be placed during the larger development or redevelopment of a park. The department prioritizes the replacement of out-dated, non-standard and/or broken benches and placement of benches where existing concrete pads may accommodate them. In limited cases, concrete caissons or other concrete material may be added.
- The style and size of the plaque is pre-determined based on the corresponding bench style common to the park location.
 - Stewardship benches commonly accommodate a 2" x 10" inch zinc plaque, allowing up to 75 characters (3 lines with 25 characters each)
 - Simple graphics such as a heart or smiley face are generally possible when included as the same size and in-line with the text
- No advertising is allowed, however, a business may be mentioned in terms of a connection of person to business: "For John – Founder of Smith's Store". The business will need to align with the department's mission of environmental and social sustainability. The department has the right to deny placing the name of a business on the plaque. For example, businesses relating to; tobacco, marijuana, alcohol or other businesses conflicting with the department's mission or otherwise limited by the Contribution Policy.
 - An example of unacceptable language: "Bench provided by Smith's Store".
- Other limitations for plaque language are:
 - That which could be offensive to the public
 - That which would not maintain the city's desire for neutrality on political and religious issues
 - Websites, phone numbers, addresses or other contact information are not allowed.
 - Otherwise covered in the Contribution Policy
- All plaque language will be reviewed by 3 staff members. The Director of Parks and Recreation will make the final decision on any language in question.
- Benches are available to commemorate events or people who are alive or deceased.
- The location of the bench is on a first come first served basis. City staff will have final approval on the location. A waiting list will be created if the need arises. The waitlist will



restart in January every year; individuals must reapply to join the waitlist each year. This ensures that opportunities are provided to those most interested at the time.

- Benches are purchased once a year in September.
- Benches always remain property of the City of Boulder.

Process and Procedure:

1. Contact the Parks and Recreation Department to go over the details of the program to determine if the program fits the need.
2. Fill out initial application online.
3. Determine final location with Parks and Recreation representative.
4. Submit signed and completed order form with donation to the City of Boulder Parks and Recreation Department.
5. After donation is received, the bench is ordered, including a final proof of the plaque text. Please allow up to 12 weeks after final approval for delivery.
6. Notification of completion/installation will be sent to the applicant.

Stewardship Terms and Costs:

- 15 years or life of bench: \$4,000.00
- The bench stewardship donation includes the bench, plaque, installation and maintenance for the life of the bench, after which time the stewardship may be renewed upon receipt of an additional donation. The life of the bench will depend upon location, exposure and level of use resulting in an average bench life of 15 years.
- The applicant may renew the agreement if they choose by contacting the department prior to the end of the stewardship term. If the agreement is not renewed prior to the expiration of the term, staff may remove the plaque, and the bench will be available for a new stewardship agreement.
- In the case of unforeseen circumstances, the city cannot guarantee that the original intention of this agreement can be upheld. For example, if a flood wiped away benches, they would likely not be replaced.
- Major park renovations may alter the exact location of the stewardship bench, although the location of the bench will remain within the original park site until the end of the stewardship term. Staff will make their best effort to maintain the original intent of the bench location.
- Staff cannot guarantee installation by a set date due to potential workload issues and unforeseen circumstances.
- If you notice damage or vandalism to the bench after installation, please report it to park staff by using the online system and choosing "Park Maintenance Issue":
<https://bouldercolorado.gov/report-issue>
- Please check with your accountant for any questions regarding tax deductibility of your donation.