

**CITY & BOROUGH OF JUNEAU
PARKS & RECREATION MEMORIAL BENCH POLICY**

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	EFFECTIVE DATE:	
SUBJECT: MEMORIAL BENCH POLICY	SUPERSEDES POLICY: DATE: N/A	
REVIEWED AND ADOPTED BY PARKS & RECREATION ADVISORY COMMITTEE ON:	PRAC CHAIR SIGNATURE:	

The intent of this policy is to provide citizens with an opportunity to commemorate or honor family, friends, or events within City-managed parks and trails. To maintain consistency throughout the Juneau Park System, the Parks & Recreation Department has created bench standards. The Department maintains a list of acceptable locations where memorial benches can be placed; these locations are based on need, public convenience, ease of maintenance, and other factors determined by the City. Donors are responsible for all costs associated with the purchase, delivery and installation of memorial benches, as described in this policy and must be approved by CBJ Parks staff prior to ordering bench.

PURPOSE

To establish requirements and recognition standards for memorial benches donated to the City & Borough of Juneau Parks & Recreation Department.

LOCATIONS

Memorial benches may be placed in Recreation Service Parks and along trails maintained by the City. The City reserves the right to limit the number of memorial benches in a particular area. The exact location of all memorial benches must be approved in advance by the Facilities, Parks, and Landscape Superintendent. Final location may be subject to change depending on installation conditions.

BENCH STYLES

Depending on location requested, certain styles may be required to maintain the theme of a park. All donated benches must be approved by CBJ Parks staff prior to ordering bench. A few recommended manufactures are listed below for guidelines. Benches can be six or eight feet long and four feet long for trail installations. Bench base and plank material is to be of recycled plastic. Benches shall **not** include armrests and the plank color shall be “Cedar”. The donor is responsible for purchasing the bench, as well as all freight charges FOB Juneau, Alaska.

Manufacturers-

- Belson Outdoors- belson.com
- The Park and Facilities Catalog- theparkcatalog.com

Styles-

- Cambridge
- Comfort Park Avenue
- Colonial
- Rock Island
- Delray Beach - Malibu

CUSTOM ENGRAVING

A custom message may be engraved on the bench back by the manufacturer. Some manufacturers offer engravings with colored resin for more visibility. The donor shall pay all costs for engraving and must be approved by CBJ Parks staff prior to ordering. The message may not contain obscenities. Examples of engravings are listed below:

1. In Memory of _____
2. In Honor of _____
3. In Recognition of _____
4. In Celebration of _____

INSTALLATION

Memorial benches shall be installed at donor's expense by a licensed, insured contractor according to manufacturer's specifications. Most installations will require a surface mount to an existing concrete sidewalk. Where no sidewalk exists, a steel reinforced concrete pad may be required (minimum thickness 4"; pad must extend 1" beyond the outside edges of the bench). Mounting hardware must be stainless steel or galvanized steel. The Facilities, Parks, and Landscape Superintendent may require additional conditions for maintenance, care, and public safety. The exact location of all memorial benches must be approved in advance by the Facilities, Parks, and Landscape Superintendent.

MAINTENANCE & REPLACEMENT

The City & Borough of Juneau shall provide normal maintenance of the bench during its useful life, as determined by the City. Normal maintenance generally includes mowing, raking, pruning, and general cleaning of the grounds around memorial benches. The City is not responsible for replacement of damaged or stolen benches. The City reserves the right to determine if a bench is no longer usable or has reached the end of its useful life. A memorial bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor's expense.