

## Carmichael Recreation and Park District Memorial Bench, Brick and Tree Program Guidelines

1. A donation will only be accepted for placement of a bench, brick, or tree, at a location previously identified by the Parks Services Manager of the Carmichael Recreation and Park District (District). The Parks Services Manager will work with the donor to select a site from the park's plan.
2. Benches – One of the four approved bench designs available from the District's vendors will be used to honor commemorative bench requests. The bench shall be appropriate to the setting in which it will be placed as described below:
  - a. A standard concrete bench for use in vandal risk locations.
  - b. A standard wooden bench for use in natural or resource focused inland park and trails.
  - c. A standard recycled material or metal with vinyl coating bench for use in both a. and b. settings.
3. Bricks will follow the same type/style used throughout District Parks.
4. Trees – One of four approved tree species will be used to honor commemorative tree requests. Selected tree options were based on recommendations by the Sacramento Tree Foundation for site placement which allow the tree to thrive in its environment given the proper soil and climate conditions.
5. The donor will complete the Standard Agreement (with information about the individual or organization as background for the plaque with an address for contact purposes) that will be attached to the Standard Agreement. The Parks Services Manager and donor will sign the completed Standard Agreement.
6. The Standard Agreement will be used to clarify the understanding between the donor and the District, and will include the following:
  - a. The donation amount, which will be found on the Memorial Bench, Brick and Tree Program brochure and the District's website. This amount will be updated periodically to keep pace with material and staff cost.
  - b. Donations will be made through the Carmichael Parks Foundation and placed in a designated reserve account, earmarked for the District's Memorial Bench, Brick, and Tree Program. The donor will receive a letter of thanks and acknowledgement. All Program related purchases and expenditures shall be made through this account. At the end of each calendar year, the funds that are not used for this Program shall be carried over into the next year to cover any maintenance, repair, or replacement required by the Program.
  - c. In the event of park redevelopment, the District will work with the donor or donor's family to relocate the amenity to a location that is best fit.

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7. The donation to place an amenity in a park will also cover the cost of a donation plaque. All commemorative plaques installed must be for an individual or purpose that is non-controversial and/or inoffensive with text that is appropriate for display in a public setting. Text that in any way markets a product or service shall not be permitted. All text is subject to approval by the District Administrator.
8. The District's Parks Services Manager shall review both the location and the completed Standard Agreement prior to final approval by the District Administrator. Once approved, the Park Services Manager will place the order.
9. In the event a donated bench, brick, or tree is vandalized, damaged, or stolen and the donor does not want to provide funding to perpetuate the maintenance and repair or replacement, the commemorative plaque (if available) will be returned to the donor at the address provided on the Standard Agreement.
10. The District Administrator will be the final source of appeal for any disputes regarding this program.
11. The Parks Services Manager or designee will inventory, date, and maintain a listing of all existing commemorative benches, bricks, and tree donations.