



APPLICATION FOR BENCH DONATION

APPLICANT NAME: _____ EMAIL: _____

TELEPHONE: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PROPOSED LOCATION and ENGRAVING:

Bench Donation Program Information:

Together, the Jordan Park and Recreation Advisory Commission, City Council, and *By the Yard* have established a program to provide citizens with an opportunity to honor a special occasion or memory through the donation of a bench to a specified location within the city's park and trail system.

This dedication provides a lasting remembrance while enhancing the park and trail system, which is utilized daily by people of all ages. A dedication may be appropriate in honor of a birthday, anniversary or in memory of a loved one.

Your generous gift will be recognized and appreciated.

Bench Details:

- *By the Yard* provides the bench at a reduced price
- Size/model/color: 60" Horizon Bench in Redwood
- Installed atop a cement slab
- Engraving (additional cost)
- Total cost \$1,200.00 - \$1,500.00



Administrative Process:

1. Donor submits completed Application for Bench Donation
2. Park and Recreation Advisory Commission reviews the application, provides the applicant with any feedback
3. Donor provides payment (cash or check) to City
4. City staff order, retrieve and install the bench
5. The City Council adopts a resolution to formally accept the donation on behalf of the City