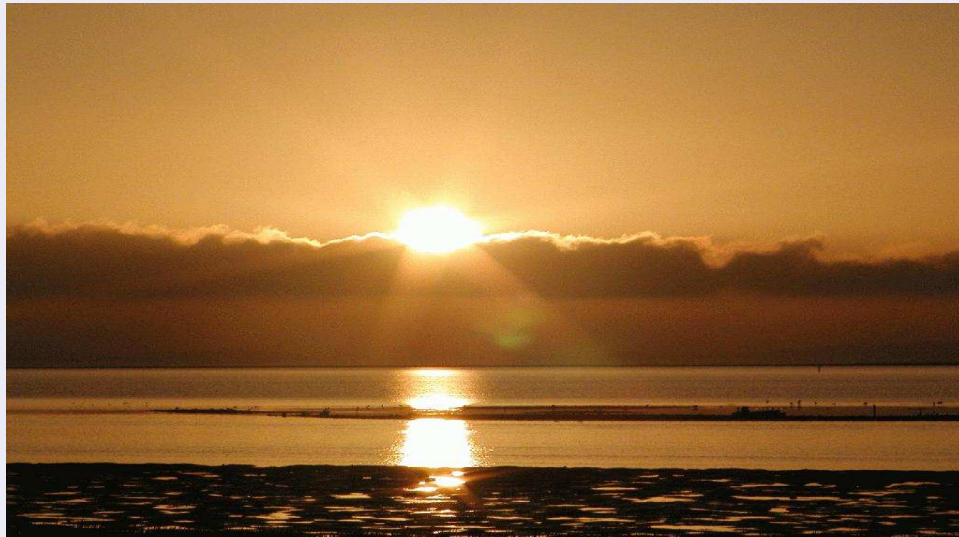
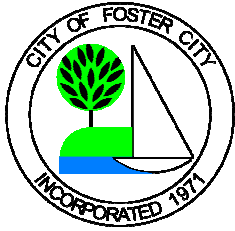


# City of Foster City Memorial Bench Policy



*Creating Community  
Through People, Parks,  
And Programs*



## *City Of Foster City*

Parks & Recreation Department  
650 Shell Blvd.  
Foster City CA, 94404-2501  
(650) 286-3380, FAX (650) 345-1408  
WEB SITE: <http://www.fostercity.org>

# Memorial Bench Policy



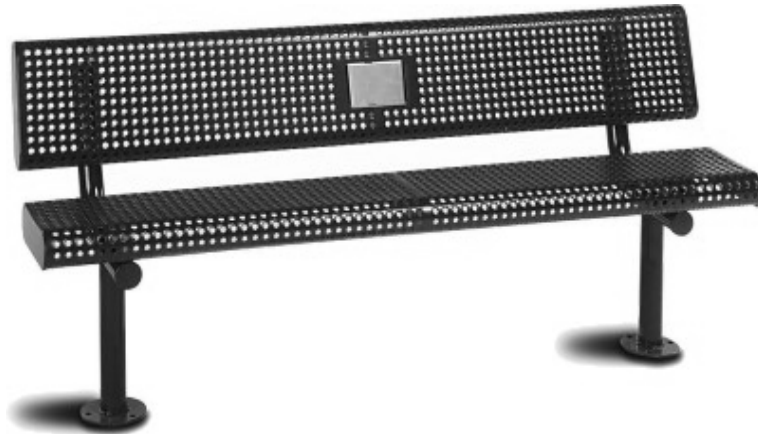
The City of Foster City supports the needs and principles of allowing memorial benches in parks and green space areas, but is also mindful that these facilities have many uses and are enjoyed by a wide range of people. Therefore, the City desires to manage and regulate memorial benches for the mutual benefit of all.

It is the intention that the memorial bench giving policy only covers the broad sense of memorial benches and is not meant to be exhaustive. Memorial bench proposals outside the scope of this policy may still be considered.

- Applications for memorial bench donations may be picked up at the Foster City Recreation Center or downloaded by going to <http://www.fostercity.org> and clicking on **Memorial Donations**.
- The cost for a memorial bench is **\$3,500** (Three Thousand Five Hundred dollars) made payable to The City of Foster City Memorial Bench fund. This cost is in perpetuity. This includes the concrete bench pad, procurement and installation of the bench and plaque/plate, and replacement of the bench once it has reached its useful life span. (approximately 10-15 years life span)
- The bench style and location must conform to the ADA (**American Disabilities Act**) resting bench program and long range city bench program.
- Memorial benches will be positioned to maximize the benefit to an area. The City will attempt to accommodate the wishes of an applicant at all times.
- The number of memorials shall not detract from the prime recreational purpose of an area.
- The City may limit the number of memorials in a particular area.
- The City accepts no liability for damages to any memorials from vandals or third parties.
- The City reserves the right to remove any memorials that have been damaged, and is, in the view of city staff, beyond repair.
- All memorial benches are added to a special data base with status, location, type of bench, donor, the amount donated, and the person memorialized.

# Memorial Bench Specifications

- Benches are manufactured by **Wabash Valley Manufacturing Inc.**
- Model # SP422, Prestige, 6' bench, with back, surface mount, **Black in color**



## Plaque/Plate Specifications

- *Plaques/Plates* – These are 4” high x 6” wide brass plaque/plate, incorporated into pre-set backrest of bench.
- *Plaque/Plate Messages* – Messages should be very simple, consisting of a statement recalling the event or person memorialized. **Final plaque/plate wording must be approved by the City before order is placed. Seventy-five (75) characters or less, including spaces, are permitted.**

## Process

- To begin the process, a short **application form** needs to be filled out in its entirety. On this form, the donor will provide necessary information which will include:
  - 1) Cost - Payment type
  - 2) Location requested
  - 3) Requested installation date - This date will be confirmed within a week after receiving the application, approving it and receiving funds. (checks cleared and credit cards debited)
  - 4) Inscription information
- Once payment is received and location approved, the memorial bench will be ordered.
- Donors should expect 8-10 weeks turnaround time from the time the bench is ordered to the time it is installed.

# Memorial Bench Application

Please fill out this application and include your check, money order, cashier's check or credit card information made payable to the **City of Foster City**. If desired, donations can also be mailed to the address below along with the completed application form.

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

E-mail address \_\_\_\_\_ Fax # \_\_\_\_\_

1. Payment Type:    Check    Money Order    Cashier's Check    Credit Card

2. Requested Location:

3. Requested Installation Date:

4. Inscription Request: (75 characters or less/including spaces)

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5. Other information for donor/group request: (Check as many boxes that apply)

Notified after installation by:    E-mail    Fax    Letter

Provide a photograph of the plaque/plate

Provide a photograph of the bench

Provide a map of the park or area showing where the bench is located

Receive a Donation Receipt and Certificate

Other:

**Please mail with enclosed donation to:**

City of Foster City  
Parks Division/Memorial Bench Fund  
Attn: Kevin Miller  
650 Shell Blvd.  
Foster City, CA 94404

**Additional Information:**

Phone: (650) 286-3388  
Fax: (650) 345-1408  
E-mail: [kmiller@fostercity.org](mailto:kmiller@fostercity.org)