Memorial Bench Dedication Policy

Approved by the Summit Metro Parks Foundation Board of Trustees on January 10, 2017

Qualifying donations

Donations to the memorial bench program are made to the Summit Metro Parks Foundation Endowment Fund, and a donation of $1,500 or more can be recognized with a bench dedication for a period of ten years. Those who contacted Summit Metro Parks during the time the program was on hold during 2016 will have the previous $1,000 qualifying donation amount honored, (with a cutoff date of December 31, 2016). The previous $500 qualifying donation is discontinued.

Time-periods and renewal

Benches may be dedicated for a 10-year period, or series of 10-year periods, up to 30 years into the future. Dedications may be renewed. Each additional period of ten years recognizes an additional qualifying donation. After the initial bench dedication time period has ended, those who have dedicated a bench in the past have the right of first refusal to renew the dedication. Understanding that a great deal of time may have passed since an initial bench dedication, a reasonable amount of effort to contact those who have dedicated benches will be made, and a grace period observed before a bench is offered for re-dedication by another donor.

Dedication plaques and wording

Dedicated benches include a 4 x 6 engraved plaque, of material of Summit Metro Parks Foundation’s choosing (typically brass or similar-appearing material). Donors may submit wording of their choice, subject to approval and existing Summit Metro Parks regulations. Plaques accommodate up to approximately 560 characters, depending on font size, but most have approximately 100 characters. Only one dedication plaque may be placed per dedicated bench, although more than one person may be memorialized on a plaque. To a certain extent, plaques may be moved to another (available) bench location at the donor’s request. Plaques that become damaged through weathering or vandalism will be replaced by Summit Metro Parks Foundation.
**Bench styles and locations**

The Summit Metro Parks Foundation will keep an inventory of benches and potential new bench locations available to dedicate in the parks. Donors who inquire about the program will have the opportunity to talk with park staff about their location preferences and select from currently available benches or bench locations. It is quite possible that no bench sites will be available that are suitable to a given donor and Summit Metro Parks, especially as the number of dedicated benches grows. In such a case donors will be advised of other ways to support the Summit Metro Parks Foundation. Benches are located and maintained by Summit Metro Parks as part of the park district’s service to the public. If an older or particularly weathered bench is selected, a request can be made for a new replacement bench before addition of the dedication plaque. Bench styles vary, based on the style in use when the bench is initially installed. Summit Metro Parks will select bench styles as appropriate for park use. A bench may be updated to a new style during the dedication period. Relocation or replacement of benches may occur during the dedication period. If necessary, dedication plaques will be moved to the new bench (at the same or best alternative location) by Summit Metro Parks.