



## **MEMORIAL TREE AND PARK BENCH DONATION POLICY**

It is the policy of the Paducah Parks Services to accept donations for the purpose of planting trees and installing benches within City Parks to memorialize a departed family member or friend, or to commemorate a special occasion. All donations shall be in compliance with the following:

- A. Donations for memorials will be accepted only for the purpose of purchasing and planting of trees, and for purchasing and installing park benches approved by the City.**
- B. Memorials shall be self-supporting, e.g., all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary.**
- C. Any tree that is mutually agreed upon by the donor and City staff is acceptable.**
- D. Memorial tree(s) and bench (es) are permitted at any park, provided that the Parks Services Director or his designee authorizes the location in the chosen park.**
- E. Memorial tree(s) and bench (es) are permitted to memorialize a departed family member or friend or, at the discretion of the Parks Services Director, to commemorate a special event.**
- F. Memorial donations will be recognized by use of a memorial plaque which will be displayed at a City public building, and if the donor so chooses, an additional recognition plaque on the donated bench. This marker will be a non-corrosive metal plate of specific design purchased at the donor's expense. Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, with plaque language approved by the Parks Services Director. The City will provide residents with a list of accepted park benches for memorial use. This list shall include a description of each bench and color photo. Paducah Parks Services may add or subtract bench or tree selections, as it deems necessary.**
- G. A ceremony or gathering at the time of a tree planting or bench placement is permitted, but must be arranged in advance with City of Paducah staff. All new trees will be annually recognized at the City's Arbor Day Celebration.**
- H. The City does not guarantee tree survivability.**
- I. City staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialized, and type of tree/bench type and location.**

### **Trees Specific Information**

- No marker or signage allowed on the tree itself.
- Donor, with approval and guidance of City staff, selects park and type of tree from an approved list - Location of tree, within park or boulevard, determined by City Parks staff
- Size of tree to conform to City standard for new tree plantings (1.5" caliper for deciduous trees or 6' tall for conifer trees)

- Tree to be planted during normal business hours (9:00am – 3:00 pm, M - F)
- Plastic tree guard provided for young trees (included in donation cost)
- Costs incurred by donor: total purchase cost of tree, including shipping
- Costs incurred by City: planting of tree (labor and equipment)
- Certificate commemorating donation to be given to donor
- Contract completed with prepayment before tree ordered; tree planting will be coordinated with the donor after the arrival of the tree.

### **Benches**

A list of available bench styles will be available from the Paducah Parks Services.

- Installation time will be coordinated with the Paducah Parks Services.
- Donor, with approval and guidance of City staff, selects park  
*The Paducah Parks Services will provide a list of available locations to the donor.*
- Costs incurred by donor: total bench purchase costs (including shipping and installation materials)
- Costs incurred by City: installation of bench (labor and equipment)
- Contract completed with prepayment before bench is ordered
- Certificate commemorating donation to be given to donor
- 50-letter maximum for dedication on a decorative metal plaque.

### **Process:**

1. Complete and return application
2. Application is checked then approved or denied
3. Application is resubmitted if denied or payment is required if application is approved.
4. Installation is scheduled

***We thank you for inquiring about a remembrance in the form of a Memorial Tree or Park Bench.***

***We are grateful you are considering a donation to the Paducah Parks Services.***

***Many people have found our tree and bench program to be a wonderful way to convey their thoughts and appreciation for someone they care about.***

***If you choose to pursue this gesture, we will make every effort to accommodate your wishes***

***and will work with you in the placement of your donation.***

***Please don't hesitate to contact us regarding any questions you may have about this program.***

***It is our privilege to serve you.***

***You or your designated donor will be contacted upon receipt of application.***

Paducah Parks Services  
Memorial Tree & Bench Application  
Donor Name

Donor Address

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

Phone # \_\_\_\_\_

Name of person honored by memorial:

Type and number of memorial: Tree : \_\_\_\_\_ Bench: \_\_\_\_\_

- If tree, preference: \_\_\_\_\_
- Requested park dedicated for memorial: \_\_\_\_\_

Preferred date and time of memorial installation \_\_\_\_\_.

(Weekdays only between 9:00am - 3:00pm)

The total cost of the memorial is due to City upon approval of the application.

\$ \_\_\_\_\_

**Tree cost = \$75.00 (for 6' conifer or 1.5" diameter deciduous, balled in burlap tree or container planted)**

**Bench cost = \$800.00 (includes all costs of purchase, delivery and installation)**

\*Ordering and shipping of tree or bench can take from 4 – 8 weeks

The Paducah Parks Services realizes that no physical structure is eternal and that this gesture of a bench or tree has a limited life. The Paducah Parks Services will maintain, honor and recognize the life expectancy for a normal, urban tree based on species and conditions. At any time the City may opt to remove any memorial, and not replace, if said memorial is unsound, dangerous or unusable.

Donor Signature \_\_\_\_\_ Date \_\_\_\_\_

City Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

Location of memorial within dedicated park: \_\_\_\_\_(City Staff use only)

Memorial Inscription to Read (must be 50 characters/letters or less over 5 lines)

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Please mail the completed application

(above) to:

Paducah Parks Services

1400 HC Mathis Dr

Paducah KY 42001