



MEMORIAL BENCH POLICY

Granville Recreation District
130 Granger St.
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Granville, OH 43023
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740.587.1976

GRD MEMORIAL BENCH POLICY

I. POLICY

The intent of this memorial bench policy is to recognize and assist Donor's plans to commemorate or honor family, friends, or events within GRD managed properties and facilities. This policy establishes funding requirements and standards for all bench donations.

The GRD will assist donors selecting an appropriate location. Locations are based on need, public convenience, ease of maintenance, and other factors. Donors are responsible for all costs associated with purchase, installation and delivery of memorial benches.

II. PROCEDURES

This policy establishes the procedures for interested parties to request the placement of a memorial bench on GRD managed properties and facilities. It also includes information related to the purchase, assembly, installation, and maintenance for memorial benches.

The procedure for requesting a memorial bench is as follows:

- a. Requests for permission to install a new memorial bench or replacement memorial bench plaque shall be directed to the GRD Executive Director, 130 Granger Street, Granville, Ohio.
- b. All requests shall be made by completing the Memorial Bench Application, which is attached to this policy. The completed form shall be submitted to the Executive Director and Maintenance Director for processing.
- c. In addition to the form, the requestor shall submit a certified payment in an amount equivalent to the cost of ordering and/or manufacturing the bench. Once a memorial bench location has been approved by the Executive Director:
 1. The donor, in conjunction with the GRD staff, shall approve the wording of the bench plaque.
 2. The GRD will order the bench from the local manufacturer.
 3. The GRD will assemble and install the bench when received and when conditions and circumstances permit.

III. PUBLIC LOCATIONS

Requests for memorial benches shall be reviewed and authorized by the Executive Director and the Maintenance Director and the appropriate Village of Granville or Granville Township Administrator.

Locations on private property are not subject to these regulations, but are potentially governed by the Village of Granville or Granville Township Codified Ordinances.

Goals for public memorial bench locations:

- a. Destinations within GRD managed properties and or facilities
- b. Set back a minimum of six feet from the road and parking areas to avoid conflict with vehicles and maintenance equipment.
- c. Generally adjacent to high usage areas
- e. a separate concrete pad will be installed to accommodate the bench

IV. MAINTENANCE AND REPLACEMENT

The GRD shall provide normal maintenance of the bench and its surrounds during its useful life. Normal maintenance generally includes mowing, raking, pruning and general cleaning of the grounds around memorial benches as well as some minor paint repair. The GRD is not responsible for replacement of damaged or stolen benches. The GRD reserves the right to determine if a bench is no longer usable or has reached the end of its useful life. A memorial bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor's expense. All memorial benches placed on GRD managed properties and facilities become the property of the GRD at the time of installation.

V. STANDARD BENCH DESIGN



Application for Memorial Bench

To place an order for a Memorial Bench, please complete this form and send it to the attention of: Andy Wildman, Executive Director, Granville Recreation District, 130 Granger, Granville, Ohio 43023. The fee for benches varies, therefore once we receive this application, with the correct wording, we can get an exact quote from the bench manufacturer for the final price.

Plaque as you would like it to read (please type or print clearly):

Requested Location of Bench: _____

Contact Information

1) Contact Name: _____

2) Address: _____

3) Phone Number: _____

4) Fax Number: _____

5) Email Address: _____

Signature of applicant: _____

For Office Use Only

Date Submitted: _____

Fee Paid: _____

Receipt Number: _____

Date Bench Installed: _____