



Policy and Procedure for City Parks **Adopt-A-Bench/Table Program**



Purpose:

The purpose of this policy is to establish a set of standard procedures and guidelines for “fixed location” adopted/donated benches and tables within Mt. Pleasant City Park Facilities. This policy will guide the procedure for the sale, management, maintenance, and replacement of donated park benches/tables and establish its uniform application throughout the City Park system. The Parks and Recreation Commission will confirm Adopt-A-Bench/Table petitions by resolution in accordance with the following policy criteria approved by the City Commission.

Objectives:

- Naming of Park amenities enhances a sense of community within the city.
- Ensures that adopted or donated benches and tables are consistent with the values and characteristics of City Park Facilities.
- Provides a tax-deductible donation opportunity while restoring, maintaining, and improving Mt. Pleasant City Parks and open spaces.
- Allows for sustainable revenue opportunities for maintenance and upkeep of Mt. Pleasant City Park amenities.
- Encourage public participation and input in order to fully represent the best interest of the area affected.

Criteria:

- The program is open to any person or group who wishes to memorialize, adopt, or sponsor a new or existing fixed bench or table for public use.
- Donations must not interfere with accessibility or use of the park by any member of the public.
- Adopting/naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.
- Donated furnishings have a limited life-cycle before requiring complete replacement and may, at the discretion of the Parks and Recreation Commission, become available for renewal upon expiration of the stated life-cycle with preference given to the original donor.
- The Parks and Recreation Commission shall approve all donated site furnishings; each party involved must complete a written maintenance and life-cycle agreement and pay required fee for each furnishing prior to installation. For each donated item the agreement shall include but is not limited to:
 - Name and full contact information of donor
 - Written documentation of approval by next of kin to be honored (when applicable)
 - Fee for donated item
 - Life-cycle of donated item
 - Specific wording logo or photo to be placed on donated item
 - Instructions for life-cycle renewal
 - Signature of all parties involved

- As determined by the Parks Department, all fixed memorial benches & tables shall be:
 - Designed and installed to reflect the character of the park or facility and blend with existing structures and site amenities.
 - Made of high quality related to durability and ease of maintenance to insure long life and availability of repair parts/materials be resistant to the elements, wear and tear, and acts of vandalism.
- Parks Department will make every effort to preserve and protect all donated site furnishings and provide regular standard of care and maintenance for the expected life-cycle of the donated item.
- At the end of the life-cycle term, the donor may choose to extend the life-cycle by paying the current value of the new donation. The Parks and Recreation Commission reserves the right to deny renewal or seek a new donor at the end of the established life-cycle should:
 - Original donor choose not to renew
 - Parks Department be unable to contact original donor
- Donor shall assume responsibility for keeping Parks Department informed of updated contact information.
- The Parks Department reserves the right to remove and or relocate donated park elements when they interfere with site safety, maintenance, or construction activities; every effort shall be made to contact the donor in advance of removal or relocation.
- In situations of safety or emergency, donor notification may be made after action is taken.
- In the event a donation must be permanently removed Parks Department shall seek an alternative location. If no such location can be found, memorial may be placed on a different existing park bench or table at the donor's request.

Exclusions:

- Associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited.

Procedure:

- Staff, city residents, community leaders and organizations interested in adopting or donating a fixed park bench or table must submit a completed application form for presentation to the Parks Director for consideration by the Parks and Recreation Commission.
- When memorializing a bench/table for a non-living person or persons, written documentation of approval by next of kin to be honored (if available/possible) is required as part of proposal.
- The Parks Director shall forward naming recommendations deemed appropriate for consideration to the Parks and Recreation Commission.
- The Parks and Recreation Commission shall:
 - Consider requests and approve petitions in accordance with policy criteria approved by the City Commission as listed above.
 - Allow for public input and comment.
 - Confirm all qualified Adopt-A-Bench/Table petitions by resolution.
 - Forward qualified appeals for non-approved applications to City Commission for final consideration.
- City Parks staff shall:
 - Upon final approval and fee payment, order approved furnishing for installation.
 - Upon delivery of furnishings contact donor to discuss installation schedule.
 - Install furnishings per established schedule
 - Maintain furnishing for its specified life-cycle
 - Keep original record of donation and all address updates received by donor