

CITYOF MARTENSVILLE

POLICY & PROCEDURE

NAME: BENCH DEDICATION PROGRAM

NUMBER: 76/08

1. **PURPOSE:**

To implement a program to provide for the installation of benches along the community walking paths, parks and designated boulevards.

The purchase of the benches/picnic tables may be purchased through sponsorship, advertising, memorial or commemorative event or person.

2. **LOCATION:**

- a) The benches shall be installed only in the following locations:
 - i) community paths
 - ii) neighborhood/district parks
 - iii) Centennial Drive boulevard
 - iv) main street boulevard
- b) The picnic tables shall be installed only in the neighborhood/district parks.
- c) The Recreation and Community Services Department shall decide on the location of where the furniture will be installed.
- d) The benches/picnic tables will be installed in locations not to interfere with the usage of the areas or where safety will become an issue.

3. **STYLES:**

The Recreation and Community Services Department will establish the style, finish and color of the benches/picnic benches.

4. **MARKINGS:**

- a) Each bench/picnic table will by means of a scripted plaque or insert located on the furniture indicating who is the sponsor or donator of such. The plaque or insert will indicate either name of sponsor/advertiser or the name and date of an event or person that the furniture is being installed in honor of. In addition each location will be marked with a kilometer marking
- b) The Recreation and Community Services Department shall incur all costs associated with installation, damage and or vandalism that may occur to the furniture.

5. MAINTENANCE:

The Recreation and Community Services Department shall be responsible for all ongoing maintenance costs.

6. COST OF PURCHASE:

The cost of the furniture is as noted below and will be reviewed yearly:

i) Bench	\$1,500.00
ii) Picnic Table	\$1,000.00

BENCH DEDICATION PROGRAM

Name of Business/Organization: _____

Bench OR Picnic Table: _____

Location: _____

Scripted Plaque: _____

Cost: _____

Date Paid: _____