



## Memorial Bench Application



Over the years, many people have turned to the City of Oelwein Park & Recreation Board to find comfort and to remember joyous occasions in their lives through Memorial Benches. As loved ones pass on, people frequently look to the beauty of Oelwein Parks and request to place a bench in a certain space that they can visit over the years. The intent of this policy is to provide people with an opportunity to commemorate or honor family and friends in one of Oelwein municipal parks.

**REVIEW PROCESS:** All memorial bench requests must go before the Park and Recreation Board for review and approval. The Parks Superintendent will meet with the applicant to verify the specific location for placement, if needed. The Parks Superintendent must approve the location, which may change depending on installation conditions.

**COST:** Cost is based on actual cost of the bench, cement slab/rebar, installation, and plaque fees. The donor is required to prepay for all items before the order is placed. Payment can be made after the application is approved by the Park and Recreation Board. The cement and bench will be installed by the Oelwein Parks Department.

**NEW BENCHES:** All new benches will be ordered through Kay Park, Model CPB72C

**REPLACEMENT/PERPETUAL CARE:** If a donor would like to replace an existing bench that is greatly deteriorated or damaged the same application process applies. In addition, the City will try to make contact with the original donor to provide first right to restore or replace the bench as they are responsible for the perpetual care of the bench. The original donor has the opportunity to share the cost of a new bench, which would allow two plaques on one bench. No more than two plaques will be allowed on each bench. If the original donor does not want to restore or replace their bench, the original bench and plaque will be disposed of 30 days after removal.

**MAINTAINANCE AND REPAIR:** The City of Oelwein reserves the right to remove deteriorated benches that are neglected. Donors are responsible for the upkeep and repairs of the bench and plaque. The City of Oelwein will not be responsible for replacement of damaged, stolen, or deteriorated benches. No flowers and /or attachments of any kind are allowed.

**PLAQUES:** Plaque size shall be 4 inches by 6 inches. Messages should be simple; stating the person memorialized or group making the donation. The Park and Recreation Board must approve the final wording before the order is submitted. Demeaning, negative, or racial comments will not be approved.

**SERVICES PROVIDED:** The City of Oelwein provides the labor costs of pouring the concrete pad, assembly and installation of the memorial benches free of charge to the community.



## Memorial Bench Application

Date of Application: \_\_\_\_\_

Donor Name: \_\_\_\_\_

Donor Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Name of person honored by memorial: \_\_\_\_\_

Location: PARK \_\_\_\_\_ Location \_\_\_\_\_

Street Terrace Address \_\_\_\_\_

Bench: (circle one)      NEW      REPLACE EXISTING

Bronze \_\_\_\_\_

Plaque Wordage: \_\_\_\_\_

Cost of new bench with bronze plaque: \$2000

Fee Adopted by Resolution      5692-2025      01-13-2025

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

### OFFICE USE ONLY

Date of Park & Rec Board Meeting: \_\_\_\_\_ (circle one)      APPROVED      DENIED

Reason for Denial: \_\_\_\_\_

If this is a replacement bench, original donor name, address, phone number:

Date notified: \_\_\_\_\_ Is the original donor interested in replacing or restoring the bench? YES NO

If they are not repairing the bench, do they want the plaque returned? YES NO      Where should it be

mailed? \_\_\_\_\_ If

no, date of disposal of the deteriorated bench. \_\_\_\_\_ Make note on the Master File of the disposal date.

Total Payment Due: \_\_\_\_\_ (circle one) CASH      CHECK # \_\_\_\_\_

Date the bench was ordered: \_\_\_\_\_ Date the Plaque was ordered: \_\_\_\_\_