

POLICIES AND PROCEDURES

OPERATING MEMORANDUM F.30

TO: All Department Personnel
SUBJECT: Park Bench Donation and Adoption Policy
EFFECTIVE DATE: November 28, 2017

1.0 PURPOSE

The purpose of this program is to provide the public with an opportunity to support Arlington County parks and commemorate a person, pet, or life event on a park bench with a bronze plaque affixed to the backrest. The donation amount associated with the bench donation and adoption will offset the costs for fabrication, installation, and maintenance. The public has two options: (1) donating a new park bench where there is none and a need exists or (2) selecting an existing park bench for adoption. Bench backrest plaques that were installed prior to the adoption of this program are subject to applicable sections of this program description.

2.0 POLICY GOALS

- 2.1 To provide the public with a way to commemorate a person, pet, or life event.
- 2.2 To offset costs of purchasing and maintaining benches in County parks.

3.0 GENERAL TERMS

- 3.1 The applicant must select from the list of pre-approved plaque inscriptions listed on the application form. The applicant will fill in the personal details for review and approval by DPR.
- 3.2 DPR must approve the bench location but will work with applicants to select an appropriate location for the donated or adopted bench. If an applicant wishes to donate a bench near an existing bench, DPR will encourage the applicant to adopt the existing bench instead of donating a new one.

- 3.3 A bench donation must use the bench style that matches the selected park location.
- 3.4 All new benches must meet the Americans with Disability Act (ADA) standards for accessibility, unless an ADA accessible bench is nearby. The ADA requires that benches be placed along an ADA accessible path and be secured to a concrete pad.
- 3.5 The donation or adoption period lasts ten years. Within this time, DPR will replace the bench once and the plaque twice if DPR decides that replacement is necessary. After ten years, if DPR determines that the bench is in useable condition, the applicant may renew the bench and plaque through a bench adoption. The applicant must contact DPR to initiate the renewal. If the applicant opts not to renew, DPR may remove the bench or plaque at any time. If the donated bench is no longer in useable condition and the applicant wants to continue to support a bench in the same location, then the applicant must initiate a bench donation.
- 3.6 DPR may relocate the donated or adopted bench at any time to a location that it selects but before doing so will contact the applicant to discuss alternative locations. The applicant is responsible for providing updated contact information to DPR.
- 3.7 Certain parks are not eligible for bench donations or adoptions due to their custom furnishings. Please visit the program website for the most up-to-date list of non-eligible parks.
- 3.8 The bench donation and adoption amounts are displayed on the County's website and are listed on the Park Bench Adoption and Donation Form. The donation amounts are adjusted periodically to reflect the cost of purchasing, installing and maintaining the benches.
- 3.9 DPR will maintain funds from the Park Bench Donation and Adoption program in a separate account that will be used only to support the program's ongoing maintenance needs. DPR will make all purchases and maintenance expenditures for benches from this account and will carry over funds in the account from year to year.

- 3.10 Installation of a bench donation takes up to six months from the date of application approval. If installation will take longer than six months due to, for example, location constraints or weather delays, then the applicant will be notified and given an updated estimate for completion.
- 3.11 Completion of a bench adoption takes approximately two months from the date of application approval.

4.0 PLAQUE DESIGN

The plaques will be constructed to the following standards:

- 4.1 Material: Bronze
- 4.2 Shape and Size: 10" x 2" rectangle
- 4.3 Thickness: 0.25 inches
- 4.4 Text Font and Size: Times Standard Semi Bold
- 4.5 Background: Leatherette with Brushed Surface; 2025 Black Painted
- 4.6 Border: Single Line
- 4.7 Mount: Machine Screws

5.0 APPLICATION PROCESS

- 5.1 The applicant may access the Park Bench Donation and Adoption Policy and application on the County's website.
- 5.2 DPR staff, including the program liaison and Park Area Managers, among others, will review the application.
- 5.3 The program liaison may request a meeting with the applicant at the requested bench location or at the County offices to discuss the bench location and the plaque inscription.
- 5.4 Payments must be submitted prior to application approval.
- 5.5 If the application is approved, the program liaison will notify the applicant of next steps.

6.0 **FOLLOW-UP AND REVIEW**

6.1 This Operating Memorandum shall be reviewed as necessary and at least every three years by the Department Director.

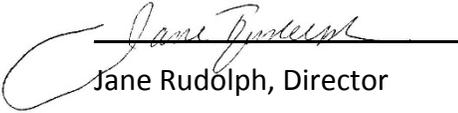
AUTHORIZED:

Authority Reference:

Approved by

DPR Leadership Team

November 28, 2017


Jane Rudolph, Director