

COMMUNITY SERVICES DEPARTMENT

MEMORIAL BENCH, PICNIC TABLE AND TREE PROGRAM

PURPOSE

The City of Santee Community Services Department has developed the Memorial Bench, Picnic Table and Tree Program as a way to commemorate individuals, families or organizations.

LOCATION AND PLACEMENT

The Community Services Department has standardized a bench, picnic table and list of trees for placement in predetermined locations in City parks as part of the program. Upon request, the Parks and Landscape Supervisor of the Public Services Division will meet with interested parties and will mutually agree on the location the commemorative item will be placed. The Director of Community Services will consider special requests for locations other than those predetermined for placement of the commemorative items.

It may be determined by the Community Services Department that a park has an adequate amount of commemorative benches, trees and picnic tables and is considered full.

DONATIONS

Costs for the donated items are:

- Bench: South Bay Foundry PB100 Series, 72 inches or approved equal: \$1,400.00
- Picnic Table: Quick Crete Model QLMR96PT or approved equal: \$1,000.00
- Tree: (see attached list)
 - 15 Gallon: \$100.00
 - 24 Inch Box: \$200.00
 - 36 Inch Box: \$700.00

The donation covers the cost of purchasing the donated item and installation. For the bench and picnic table, the donation will include the installation of a 5" x 10" commemorative plaque. The plaque shall have standard wording limited to "In Memory of (NAME)" or "In Honor of (NAME)" and the month and year donated (e.g. October 2008). If a tree is donated, a brass leaf with the same wording as the plaque will be placed on a commemorative plaque at City Hall.

APPLICATION PROCESS

A completed application is required to initiate this process. Interested parties can call (619) 258-4100 ext. 303 to obtain an application. The donor can request the wording on the plaque or leaf as part of the application. Once the donated item is ordered, the donor will be notified of the installation date.

CARE, REPAIR AND REPLACEMENT

The City of Santee will maintain the donated item for the useful life of the item, as determined by the City. The City of Santee will determine when the donated item is no longer reasonable to maintain.



Memorial Bench • Picnic Table • Tree Application Form

Applicant

Name: _____ Phone Number: _____

Address: _____

Type of Memorial

- Park Bench • \$1,400.00 Picnic Table • \$1,000.00
- Tree (Prices Below)

Size of Tree

- 15 Gallon • \$100.00
- 24 in. Box • \$200.00
- 36 in. Box • \$700.00

Payment

Credit Card: Visa Mastercard

Exact Name on Card: _____

Card Number: _____

V-Code: _____ Exp: _____

- Check • Make payable to the CITY OF SANTEE (\$10 RETURNED CHECK FEE)

Memorial Plaque

In Memory of _____

Month & Year of Donation: _____

In Honor of _____

Month & Year of Donation: _____

Placement of Memorial Item

Name of Park: _____

I have read and understand the Memorial Bench and Tree installation, care and replacement information.

Signature: _____

Date: _____

This Section to be completed by the Community Services Department

Approved by City Personnel: _____ **Payment Date:** _____

Date installed: _____