



MANHEIM BOROUGH

15 EAST HIGH STREET
MANHEIM, PA 17545

Park Bench Dedication Policy and Application

Purpose

This policy provides the opportunity for residents to dedicate a park bench within the Manheim Borough Park System to memorialize an individual, or to commemorate a special occasion. Additionally, the dedication of benches helps enhance and beautify Manheim Borough's parks while helping to meet our vision of developing a premier park, recreation and open space system.

Types of Dedications

Benches – Donors may choose any Borough park in which benches have been identified as needed. A plaque with a custom inscription will be mounted on the bench.

Dedication Guidelines

All dedications shall be in compliance with the following:

1. Dedications will be acknowledged by a custom plaque. The plaque is symbolic of the dedication and does not entitle the donor to ownership of the particular donated item. The Borough will have final approval of commemorative plaque, style, and wording.
2. The dedication will be limited to the selected amenities and locations consistent with Borough standards.
3. If you wish, you may request a specific location for your bench; however, the Public Works Director and Borough Manager will need to confirm the location. The Borough will advise you of the exact location of the bench when it is installed.
4. The care and maintenance of the bench will be provided under the direction of Manheim Borough. Please be aware that the Borough is not responsible for any damage to the bench. Any damaged bench can be replaced with an in-kind bench at the expense of the original donor or other individual(s).
5. Dedication requests may be made at any time of year but the installation time will be determined by the Public Works Director based upon work schedules.
6. The Borough reserves the right to relocate or remove the bench to accommodate future development or changes in site conditions at any time. If a dedication needs to be removed or relocated the Borough will contact the donor to discuss alternative locations. The Borough will make the final determination.
7. Complete funding for the donation must be processed before commencement of any work. The current donation levels are stated herein. These amounts will be subject to annual review and adjustment as needed.
8. A maximum of 3 lines permitted on plaque. Plaque size will be approximately 3" x 10". Plaque language is subject to review and approval by the Borough Manager.
9. A ceremony or gathering at the time of dedication is permitted but must be arranged in advance with the Borough and must be done in accordance with Borough regulations. To ensure public

use and safety, memorial wreaths, flowers or any other items placed for a private gathering or ceremony must be removed immediately following the dedication by the donor.

10. This policy does not supersede any regulations or ordinances of Manheim Borough.

Current Price for Bench \$1,500.00

Bench Price includes the cost of a 6' bench, custom plaque, shipping, installation, and labor. Pricing is current market price and will be reviewed from time to time as necessary and adjusted accordingly.

Donors

Please review the various types of dedications, current price list, and policy before completing the attached Dedication Application. You are encouraged to contact the Borough office at 717-665-2461 to discuss how to get started on the type of park dedication that best meets your needs and fits with our current park planning processes.



Manheim Borough Bench Dedication Application

All applications are reviewed for appropriateness and subject to approval. Please print legibly.

1. Donor Information

Name _____ Phone _____

Address _____ Fax _____

City, State, Zip _____ Email _____

2. Park and Bench Selection

Please check the park location for your dedication from the list below.

<input type="checkbox"/> Memorial Park – West side of Chiques Creek	<input type="checkbox"/> Memorial Park – East side of Chiques Creek Walking Trail	<input type="checkbox"/> Mummau Park	<input type="checkbox"/> Logan Park
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3. Plaque Inscription

Please print your text clearly in the space provided. (Maximum 3 lines of text.) Content will be reviewed for appropriateness and subject to approval.

4. Payment

Please make your check payable to Manheim Borough.

I have read, fully understand, and agree to abide by Manheim Borough's Park Bench Dedication Policy. My signature below indicates that I have read the policy in its entirety and understand that the dedication does not entitle me to ownership of the particular dedicated element.

Signature of Donor: _____ Date: _____

Please return this application and your payment to:

Manheim Borough

Attn: Park Dedications

15 E High Street

Manheim, PA 17545

All questions regarding bench dedications need to be directed to the Borough office at 717-665-2461.