

Memorial Amenity Policy

Alameda Recreation and Parks
Department

April 9, 2026



Current Practice

- Process vs. Policy
- Memorial requests are submitted through a request form
- Forms are limited to benches and tables
- Lack of clarity on life of donation and ongoing commitments of ARPD



Proposed Policy

- Provides clear and consistent guidelines
- Supports long-term maintenance, implementation and park amenity library
- Clarifies eligibility, requirements, costs, and term
- Applies to benches, tables, and other park amenities



Eligibility & Requirements

- Individuals, families, or organizations may apply
- Memorial Amenity Request Form must be completed
- Inscription, preferred location, amenity type, contact information, and payment must be received



Term / Duration

- New amenities: 10-year dedication or life of amenity
- Existing amenities receive new 10-year term upon adoption of the policy
- Renewal available; non-renewed may be rededicated or removed
- ARPD may remove/relocate vandalized or unsafe amenities



Locations & Availability

- Final placement determined by department after coordination with donor
- Considerations include: safety, accessibility, master plans, and maintenance
- Must avoid interference with normal park use
- Some parks limited; alternatives provided
- City may remove damaged amenities that cannot be repaired



Application & Timeline

- Submit request form → Review/approval
→ Payment/order → Installation
- Typical 8–16 week timeline based on season and supply



Approval, Renewal & Removal

- Meet with applicant to confirm location
- Approve/deny inscription and placement
- Renewal option available \$1,000 per 10-year term (subject to amenity life cycle)
- If donor cannot be reached at end of term, amenity may be rededicated or relocated



Cost

Includes purchase, installation, and 10 years maintenance:

- Concrete Bench: \$5,000
- Ironwood Bench: \$6,000
- Picnic Table: \$5,500

*Other amenities will be at actual cost plus maintenance



Conclusion

- We are seeking Commissioner feedback and approval of the policy
- Thank you

