



## Alameda Recreation and Parks Department Memorial Amenity Policy

This policy provides guidelines for donors who wish to memorialize or honor individuals through City-approved amenities and plaques in parks or other public spaces. The program ensures consistency in design, maintainability, safety, accessibility, and fairness.

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### Eligibility & Requirements:

- Individuals, families, or organizations may apply to donate memorial amenities.
  - Applicants must submit a **Memorial Amenity Request Form** that includes:
    - Proposed plaque inscription
    - Preferred park or location
    - Amenity type and material (if applicable)
    - Donor contact information
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### Locations & Availability:

- Applicants may request preferred parks or sites; final placement is determined by the Parks Division.
  - Placement decisions consider:
    - Safety, accessibility, and ADA compliance
    - Park master plans and spatial limitations
    - Maintenance and operational needs
    - Aesthetic consistency and prevention of overcrowding
  - Amenities must not interfere with normal park use, maintenance operations, or the recreational purpose of the area.
  - Some parks may have limited or no available sites; staff will suggest alternatives as needed.
  - The Parks Division may maintain a map or inventory of available amenity locations.
  - Applicants will coordinate with City staff to finalize an approved location.
  - The City may remove amenities that are damaged beyond repair and is not liable for vandalism or damage caused by third parties.
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### Donation Terms & Costs:

Donors are responsible for all costs associated with the memorial amenity, including:

- Purchase, delivery, and installation of the amenity
- Site preparation (e.g., concrete pad, if required)
- Plaque installation (performed by City staff)

### Amenity Costs:

The following prices include the amenity, site preparation, installation, and ten (10) years of maintenance:

- Concrete Bench: \$5,000.00
- Ironwood Bench: \$6,000.00
- Concrete Picnic Table: \$5,500.00

- Amenity costs are reviewed on an annual basis and are subject to change.
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### **Term, Renewal, and Existing Bench Transition:**

- All memorial benches shall be installed under a ten (10) year usage agreement, which includes routine maintenance by the City during the agreement period.
- The standard dedication period for all memorial amenities is ten (10) years or the useful life of the amenity, whichever occurs first.

### **Renewal:**

- At the conclusion of the initial ten (10) year term, the original purchaser or designated contact may renew the agreement for one additional ten (10) year term.
- The renewal fee shall be \$1,000, intended to offset continued maintenance and program administration costs.
- The renewal fee amount will be locked in at the time of the original purchase.
- Renewal remains subject to compliance with any applicable annual program requirements or administrative renewal processes established by the City.

If the donor cannot be contacted or chooses not to renew, the amenity may be re-dedicated or removed at the City's discretion.

### **Existing Benches:**

- All memorial benches existing in City parks at the time this policy is adopted shall be grandfathered into the program.
- For these benches, the initial ten (10) year term will begin on the effective date of policy adoption.

### **Damage or Vandalism:**

If an amenity becomes unsafe, severely damaged, or repeatedly vandalized within the 10-year term, the City may:

- Remove or replace the amenity if feasible, or
  - Relocate it to another site or park if frequent vandalism occurs.
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### **Plaques:**

- Plaques must be professionally engraved and made from durable, weather-resistant materials (e.g., bronze or stainless steel).
- Plaques must be standard size (9 7/8" x 1 7/8" x 1/4" thick).
- Plaques must use City-approved mounting methods.
- Wording must be respectful and appropriate; the City may request edits or deny inscriptions that do not meet policy standards.
- The City does not guarantee plaque permanence; donors are responsible for replacement costs if damaged or stolen.
- Donors must provide the plaque within six (6) months of approval, or the amenity may be rededicated or removed.

## Inscription Rules:

- May include brief dedication language such as “In Memory of...,” “In Loving Memory of...,” or “Dedicated to...,” and may include the date of dedication.
  - Must not include political, commercial, or religious content.
  - Must fit within the approved character limit based on plaque size.
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## Maintenance & Removal:

- The City will maintain the amenity during the dedication term, including cleaning, painting, structural repairs, and safety inspections.
  - Amenities are subject to wear and weathering; reasonable repairs will be made, but perfect condition cannot be guaranteed. Minor surface variations and natural imperfections may occur and are considered normal.
  - The City reserves the right to relocate amenities due to park redesigns, infrastructure projects, or safety concerns.
  - The City may retire amenities that have reached the end of their useful life.
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## Application, Timeline & Approval Process:

1. **Submit Application** – Donor submits the Memorial Amenity Request Form with proposed text, preferred park, and contact information.
2. **Staff Meeting & Site Review** – City staff meet with the applicant to discuss potential locations.
3. **Review & Approval** – The City approves or denies the proposed location and plaque wording.
4. **Payment & Ordering** – Upon approval, payment is submitted and the amenity and plaque are ordered.
5. **Installation** – City staff coordinate and complete installation.

Installation scheduling depends on seasonal constraints, staff availability, and delivery timelines.

**Typical timeline:** 8–16 weeks from payment to installation, depending on supply and weather conditions.

## Renewal or Termination:

- Donors will be contacted prior to the end of the 10-year term regarding renewal.
- If the donor cannot be reached or declines renewal, the City may rededicate the amenity to another honoree or remove and repurpose the site.
- It is the donor’s responsibility to ensure contact information is current.