



City of Toledo

Parks, Recreation & Forestry

Bench/Tree Dedication Program



City of Toledo

Division of Parks Recreation and Forestry
2201 Ottawa Drive
Toledo, Ohio 43606

Bench and Tree Dedication Program

The City of Toledo supports the needs and principles of facilitating honoring and/or memorializing special individuals in parks and green space areas, but is also mindful that these areas have many uses and are enjoyed by a wide range of people. Therefore, the City desires to manage and regulate this program for the mutual benefit of all.

Applications for bench or tree dedications may be requested by emailing parks@toledo.oh.gov. The application can also be downloaded and or placed online by going to <https://toledo.oh.gov/> and clicking on **Bench/Tree Dedication Program**.

Benches

Benches are a good way to honor or memorialize a loved one or person important to your community and also enhance the aesthetic of the City's park system. Benches must be purchased through the City and can be done so any time throughout the year. The Parks and Recreation Division will establish the types of benches and standard colors. Each bench will include a 3" x 12" plaque that can be engraved with a short message. The Parks, Recreation & Community Engagement Commissioner or designee must approve messages before engraving takes place. Installation times will vary depending on the time of year, equipment ordered and supplier inventory. Sponsors will be notified 2-4 weeks prior to scheduled installation.

Standard Benches

- The cost for a bench to be dedicated is **\$2,500.00**. This cost includes the concrete pad, procurement and installation of the bench and a personalized engraved plaque. Pricing also includes maintenance and a onetime free replacement of the plaque or plate during the term of the dedication. Dedications are assigned a term of 15 years. After installation, the sponsor will be notified of the exact location of the bench for anyone wishing to visit.

Premium Benches

- **The cost for a premium style bench is \$5,000.** This cost includes the concrete pad, procurement and installation of the bench and a personalized engraved plaque. Pricing also includes maintenance and a onetime free replacement of the plaque or plate during the term of the dedication. Dedications are assigned a term of 15 years. After installation, the sponsor will be notified of the exact location of the bench for anyone wishing to visit.

All requested locations for bench placement will be considered, but the final location will be determined and approved by the Commissioner of Park Recreation & Community Engagement. Bench installation is subject to the City of Toledo Bench/Tree Program and the limits and restrictions on bench placement on City-owned locations.

Fifteen years after a bench is memorialized, the sponsor will be contacted about renewing the memorial designation or the plaque will be made available for pick-up. It is the responsibility of the donor, or their designated representative to make arrangements to retrieve the removed plaque; the City will not mail. Plaques must be picked up within 60 days of removal.

- The bench style and location of new benches is determined by the City of Toledo Parks, Recreation and Community Engagement Division.
- Benches will be positioned to maximize benefit to an area. The City will attempt to accommodate the wishes of applicants.
- The number and location of benches will be limited based on the City Public Bench Program. They must not interfere with normal park use or maintenance operations and shall not detract from the prime recreational purpose of an area.
- The City accepts no liability for damages to any benches from vandals or third parties.
- The City will repair benches that have been damaged, and replace if, in the view of city staff, the bench is beyond repair.
- All named benches are added to a special data base with status, location, bench type, donor, the person honored/memorialized and photos.

Tree Dedications

Trees are a meaningful way to honor or memorialize a loved one and also be friendly to the environment. Trees must be purchased through the City and can be done so throughout the year; however, the trees will only be planted in the spring and fall of each calendar year in conjunction with the City's tree planting schedule.

- The City of Toledo Tree Dedication program allows members of the public to purchase trees for dedication purposes. Trees that are dedicated through this program are only placed on City property, including City parks and open spaces.
- The cost of a tree purchased through the dedication program is **\$600**. This cost is for the purchase, installation, and ongoing maintenance of the tree.
- No plaques, rocks, flowers, memorials or other engraved recognition items are allowed on or around the donated tree without approval from The Parks, Recreations & Community Engagement Commissioner or designee.
- The tree type, species and location will be subject to The Parks, Recreations & Community Engagement Commissioner or designee. Species will be subject to availability and location.

- Trees will be located to maximize benefit to an area and minimize the impact on normal park use and maintenance operations. The City will attempt to accommodate the wishes of applicants.
- The number of tree dedications within the city may, at any time, be limited or temporarily placed on-hold based on available maintenance resources such as staff, contract services, water restrictions, or other factors.
- All tree dedications are added to a special data base with status, location, species, donor, and the person honored.

For both Bench and Tree Dedications the donor will receive confirmation from the City once the installation has been complete. It is the intention that this policy covers the broad sense of dedications and memorials but is not meant to be exhaustive. Proposals outside the scope of this policy may still be considered.

Any and all dedicated benches/trees and plaques are the property of the City of Toledo Parks and Youth Services Department and will be maintained, relocated, removed, or disposed of at their discretion.

Bench/Tree Dedication Program costs for material and installation maybe subject to change. Cost as outlined in this document are finalized and approved by City of Toledo Parks Recreation & Community Engagement Commissioner and Parks and Youth Services Director.

Bench/Tree Dedication Application

Please fill out this application and include your check, money order, cashier's check, or credit card information made payable to the City of Toledo. If desired, donations can also be mailed to the address below along with the completed application form.

Name

Address

City _____ **State** _____ **Zip** _____

Home phone _____ **Mobile phone** _____

Email address _____ **Fax #** _____

1. Requested Location:

2. Requested Installation Date:

3. Bench Inscription Request (75 characters or less, including spaces):

4. Payment Type: Check Money Order Cashier's Check Credit Card

CREDIT CARD PAYMENT (check one)



Card Holder Name: _____

Card Number: _____

Exp. Date: _____

Please mail with enclosed payment to:

City of Toledo
Parks, Recreation & Forestry
2201 Ottawa Dr.
Toledo, Ohio 43606

Contact Phone Number:

419-936-3887

419-245-3357

Email:

shawn.sobel@toledo.oh.gov

Jacqueline.johnson@toledo.oh.gov