

	<b>Department Policy</b>	
	Park Bench/Picnic Table Sponsorship Program	PCS/OSAC Review Date: <b>N/A</b>
	Date: 12/8/20	Approved: [DATE]

## **1. Purpose and Scope**

The Park Bench/Picnic Table Sponsorship Program intends to accept charitable sponsorships of park furniture. Sponsoring a bench or picnic table provides a thoughtful gift for a beneficiary and the community. Sponsors may create a tribute to a loved one, celebrate an anniversary, birthday or graduation, or express appreciation for parks.

The policy frames out the role, responsibility and relationship between the City and sponsor regarding the procurement, sponsorship and long-term maintenance of picnic tables and benches in American Canyon parks, trails and open spaces.

Only bench and table sponsorships are covered by this policy. A donor requesting any other sponsorship or dedication should contact the Parks and Recreation Department at (707) 648-7275.

The City may delegate the coordination of the program to a third-party such as a service club or foundation.

## **2. Policy**

1. Only City standard picnic tables and benches are included in this program. The current Picnic Table and Bench Standard is included at Attachment 1. The standard includes a list of bench/picnic table locations.
2. The plaque associated with a bench or picnic table is symbolic of the sponsorship and does not entitle the donor to ownership of the furniture. All furniture is maintained by staff according to City standards.
3. Personal items, including vases or flowers, on the picnic table or bench are not allowed. Furniture located in a public park must be available for use by the public. Any personal items left on park furniture will be removed by city staff.
4. The recognition plaque is not intended to serve as a memorial marker; full birth and death dates are not encouraged, however, including the year(s) is acceptable. Messages should be simple statements recalling the event or person(s) recognized.
5. Sponsorships are accepted depending upon location and availability. A commemorative plaque is included in the cost. If a preferred park does not have bench or table sites available, a waiting

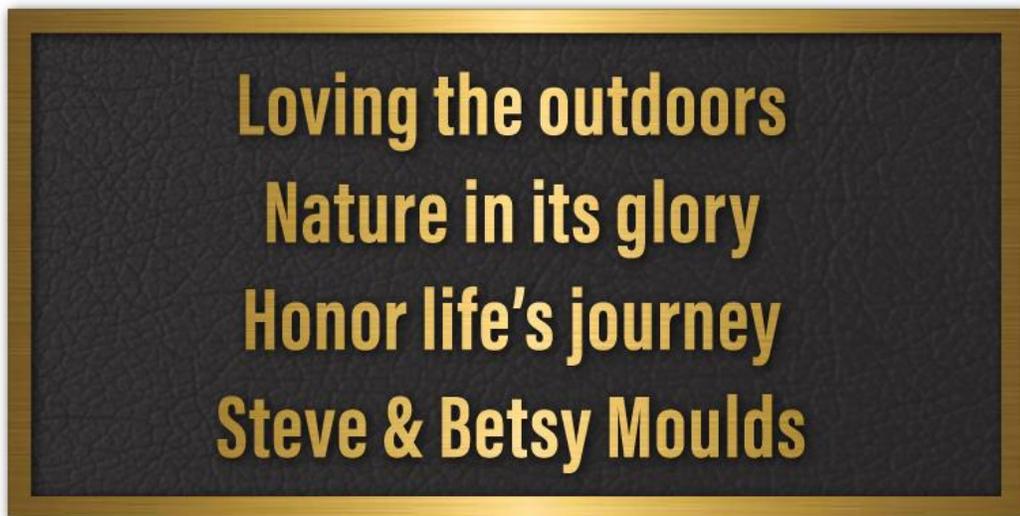
list can be established to contact prospective sponsors when opportunities for sponsorship arise at their site of interest.

6. Executing a furniture sponsorship may vary from 30 to 120 days. If sponsoring furniture that already exists, ordering and installing a plaque takes approximately 30 days. If sponsoring furniture in a new (non-existing) location, the process of ordering, manufacturing, shipping and installing takes 90-120 days. Should an unexpected delay (adverse weather or state of emergency) occurs, City (or third-party program manager) will notify the sponsor within 2 weeks of delay and schedule the installation as promptly as possible. The City (or third-party program manager) will notify the sponsor when the installation is completed.
7. Complete funding for the sponsorship must be processed before any work commences. Sponsorship amounts are adjusted periodically and may change without notice. Current sponsorship amounts are:
  - a. Existing location (placement of plaque only) = \$500
  - b. Placing a new bench in an existing site = Standard series, in urban park setting = \$2,000; Timber series, in a natural trail area or open space = \$2,500
  - c. Should a new location be approved by the City, site preparation will be necessary at an additional donation of \$1,500-\$3,000.
8. **The sponsorship period is 10 years.** During that time, the City guarantees maintenance of the bench or table by city staff.
9. After 10 years, sponsored furniture will be available for renewal with the first right of refusal given to the current sponsor. If the current sponsor chooses not to renew the sponsorship, the sponsor plaque and/or furniture may be removed and the site may be rededicated.
10. Should the picnic table or bench become irreparably damaged, it may not be replaced. Should the City determine that the furniture is in a high-priority location, the City will replace it and the sponsorship term continue to the new furniture. If the furniture is a sponsor requested location, or a location deemed low-priority by the City, the sponsor will have first rights to sponsor another table or bench.
11. The City retains the right to relocate a bench or picnic table at any time. If the furniture needs to be relocated, the City (or third-party program manager) will notify the sponsor to discuss an alternate location. The City will make the final determination for the furniture's location.
12. If non-sponsored furniture is currently located in a site the donor desires, the donor may request that location. City staff will determine whether to add a plaque to the existing furniture or replace it the entire bench/table.

Plaques are 4 x 8 inches graffiti-proof, bronze, with screen plastic overlay. Plaque location for tables will be positioned on the side of the table and top/center for benches.



13. A maximum of 5 lines and 24 characters per line is permitted on the plaque. Spaces and punctuation apply. Due to the size of certain letters, a change in wording may be requested for readability. Full color logos may be accommodated. Text/image is subject to approval by City staff, and text/plaque size may be altered depending on the style of furniture. Requested text/images must comply with community morals, ethics and decency.



Sample text for plaques:

1. *A gift in honor of Sue. Loving mother, devoted sister, and friend to many. 2020.*
2. *In loving memory of our wonderful friend Bob Smith.*

3. *A gift in memory of Sue Smith. A wonderful friend who loved to garden.*
  4. *Always in our thoughts, forever in our hearts. A gift in memory of Sue Smith.*
  5. *A gift in honor of your 50th Wedding Anniversary. Bob and Sue Smith*
14. If the plaque is damaged or vandalized, City staff may remove it, and will contact the third-party program manager regarding its replacement costs.

### **3. Procedure**

1. A picnic table and bench sponsorship form shall be available on the City's website. Should a third-party program manager be selected, the form may reside on their page too. In that case, the City's website will include a page describing the program, and link to the third-party sponsorship program manager webpage. The form needs to include the following information:
  - a. Requested location
  - b. Requested inscription (in accordance with the policy)
  - c. Contact information of interested party
  - d. Requested installation date
2. City staff (and third-party sponsorship program manager staff) meet semi-annually to determine available sites and/or picnic table and bench needs for the foreseeable future. The City determines the cost recovery and donation amount for each available picnic table and bench site.
3. Parks and Open Space Coordinator (POSC) (or third-party sponsorship program manager) receives interest for an available picnic table or bench site, confirms its availability and site preparation/cost recovery/donation amount.
4. Parks and Open Space Coordinator will receive the completed form either directly or from third-party sponsorship program manager. POSC confirms all necessary details and specifications with Maintenance and Utilities Superintendent (type of table/bench, placement, order timing and installation, etc.) and provides sponsor approval. Should the sponsor request an existing table or bench location, steps 5-8 may be skipped.
5. Should the sponsor request a location that is not pre-determined by the City, the POSC will consult with the Maintenance and Utilities Superintendent on the feasibility and site preparation costs and presents to the Parks and Recreation Director for approval. The POSC will communicate the disposition to the third-party sponsorship program manager who will then inform the sponsor of the final cost and approval status.
6. Once approved, the third-party sponsorship program manager receives the sponsorship and places the order with the manufacturer. Depending on the time of year, typical production and shipping time for these items is 90-120 days.

7. The picnic tables and benches are shipped to the City Corps Yard located at 205 Wetlands Edge. The Maintenance and Utilities Superintendent serves as the contact for the delivery driver and needs to be informed of the approximate delivery.
8. Once the furniture is delivered, staff will make every effort to install within 30 days of delivery. Should a delay occur, the City will promptly notify the sponsor or third-party sponsorship program manager.
9. Maintenance and Utilities Superintendent notifies POSC and third-party sponsorship program manager of planned installation date.
10. Maintenance and Utilities Superintendent notifies POSC and third-party sponsorship program manager of completed installation.
11. The POSC or third-party sponsorship program manager notifies sponsor of completed installation.