



Bench and Picnic Table Sponsorship Application

If you have any questions regarding this program please contact American Canyon Community and Parks Foundation at info@acparks.org



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; birth and death dates are not encouraged. 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

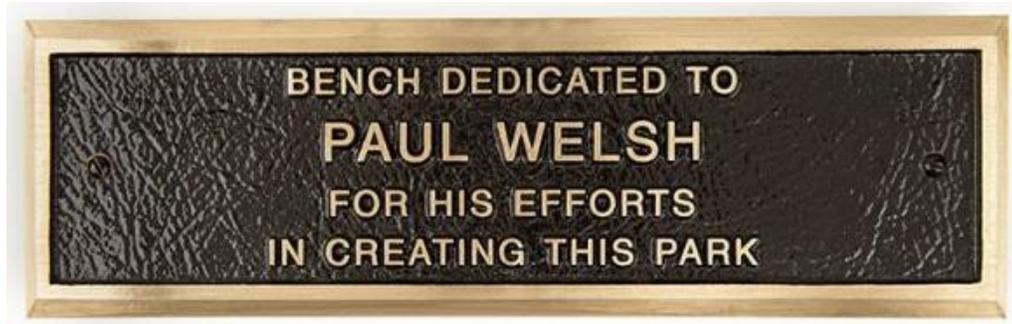
- b. Placing a new bench in an existing site = Standard series, in urban park setting = \$2,000; Timber series, in a natural trail area or open space = \$2,500
 - c. Should a new location be approved by the City, site preparation will be necessary at an additional donation of \$1,500-\$3,000.
8. **The 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 4 lines and 20 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 wording 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.