

Downers Grove Park District

BENCH MEMORIAL APPLICATION

APPLICANT INFORMATION

DATE OF APPLICATION _____

APPLICANT'S NAME _____

PHONE NUMBER _____

EMAIL ADDRESS _____

STREET ADDRESS _____

CITY _____ ZIP _____

MEMORIAL PLAQUE

8"x3"; Maximum of 3 lines with 25 characters per line.
Production time on plaques is 10-12 weeks.

MEMORIAL LOCATION

- Flagship Park:** \$3,000
- Neighborhood Park:** \$2,500
- Corporate Donor:** \$4,000

PARK: _____

LOCATION AT SITE: _____

TERMS

My signature below indicates that I have read this document in its entirety, consulted with the Downers Grove Park District Tree and Bench Memorial Administrator and understand that:

- A bench memorial will last 15 years. At the end of the 15-year bench memorial period, the donated item will be available for renewal with the first right of refusal given to the original donor.
- Memorial applications are reviewed throughout the year, however, memorial benches and trees are installed only twice per year; once in the spring and once in the fall.
- This program is designed to enable residents and park users to support Downers Grove parks through a tax-deductible contribution. Contributions are acknowledged by a donor recognition plaque, which is symbolic of the donation and does not entitle the donor to ownership of the particular donated element.
- Complete funding for the donation must be processed before the commencement of any work. The current bench donation levels are stated herein. Levels are adjusted periodically.
- The donor shall select a bench from the existing undedicated park benches. A bench may only be installed in a new location with the approval of the District. The District, in collaboration with the donor, will determine the bench location.
- The District makes all final decisions including, but not limited to, availability, bench location and bench style.
- The District retains the right to relocate a donated element and plaque at any time. If an element needs to be relocated, the District will contact the donor to discuss alternative locations; the District will make the final determination.
- All language used on memorial plaques is subject to approval.
- As a tax-deductible donation, all donated items are the property of the Downers Grove Park District and will be maintained according to District priorities.
- This program does not supersede the regulations or ordinances of the Downers Grove Park District.

I have read, fully understand and agree to abide by the terms of the Bench Memorial Program.

SIGNATURE _____ DATE _____

PAYMENT **Credit Card:** We will call for info **Check:** Make payable to Downers Grove Park District



SUBMIT FORM AND PAYMENT TO:

ADMINISTRATIVE OFFICE 2455 Warrenville Rd. • Downers Grove, IL • 60515

VISITOR HOURS: MONDAY TO FRIDAY 8:30AM TO 3:30PM

INFO@DGPARKS.ORG • 630.960.7500 • DGPARKS.ORG