

## **Memorial Bench Program**

Memorial benches have become an increasingly popular way to remember and pay tribute to loved ones. Because of this popularity, the Parks Division has developed a number of bench styles to choose from, as well a list of places in our parks where benches can be placed. The criteria for bench styles was based on park design, function, aesthetics, and maintenance. The criteria for the site list was based on bench needs in each park, as well as a determination of the maximum number of benches appropriate for each park.

By using these tools to help govern memorial benches, we hope to keep the Fort Collins Park system beautiful and flourishing for all to enjoy!

### **General Requirements**

With the exception of Library Park, most of our City parks have space for additional benches. Those parks with the most spaces are in neighborhood parks or newly developed community parks. A representative for the Parks Division will meet with you to discuss which park you would like to have the bench located in, as well as a preferred location for the bench within the park. The selected bench must be compatible with other elements within the park. Your representative will assist you in choosing a bench that is compatible with your site selection.

The price range for benches is \$400 to \$1,100 depending on the bench style. This cost provides the bench of your choice and maintenance for the life of the bench. The maintenance of the benches will be the responsibility of the Parks Division.

Order time for benches is approximately 6 weeks. Upon receipt of the bench, the Parks Division requires a minimum of two weeks to arrange installation.

Plaques can be purchased by the donor and will be installed by Parks staff. All plaques must be located on the bench and not on the bench base. The maximum allowable size for a plaque is 5"x11". The requestor is responsible for replacing the plaque if it is damaged or vandalized.

## **Ordering Process**

- a) Upon inquiry, Parks staff will mail the donor a Memorial Bench Application and General Information about the program.
- b) Upon receiving the application, the donor will contact Bill Whirty, Parks Supervisor, for the City of Fort Collins Parks Division (970-221-6305) to discuss bench style options and park location options.
- c) Once bench style and park location is determined, donor will submit application and payment.
- d) Upon receipt of payment, Parks staff will order bench.
- e) Parks staff will contact donor when bench is received to discuss installation timeline.

## Memorial Bench Application

Please fill out this application and mail it with your check (made out to the City of Fort Collins) to the address noted below.

Your name \_\_\_\_\_

Your address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home phone \_\_\_\_\_ Work phone \_\_\_\_\_

E-mail address \_\_\_\_\_ Fax # \_\_\_\_\_

**Please mail with enclosed check to:**

City Parks Division  
Attn: Bill Whirty  
413 S. Bryan Ave.  
Fort Collins CO 80521

**Additional information:**

Phone: 970-221-6305 Fax: 970-221-6849  
E-mail: Bwhirty@fcgov.com

For office use only:

1. Name of park and site requested
  
2. Bench style selected
  
3. How would group like to be involved? Circle as many as are appropriate.
  - Help install the bench
  - Notified after installation
  - Be provided a photograph of the bench
  - Be provided a map of the park showing where the bench is located.
  - Receive a donation receipt and certificate.
  - Other \_\_\_\_\_