



## SAN FRANCISCO PARKS TRUST

### **San Francisco Parks Trust Commemorative Bench Program Information**

Your donation will provide support for enhancing parks and recreation centers in San Francisco. All contributions are fully tax-deductible as prescribed by law. All benches are for public appreciation and use. All donors who place commemorative benches are given a complimentary one-year membership to San Francisco Parks Trust.

**Bench Pricing:** Contributions for a commemorative bench in Golden Gate Park (excluding the Conservatory of Flowers and Japanese Tea Garden), Marina Green, and Lake Merced are \$5,000 per bench. Contributions for a bench at the Palace of Fine Arts, Union Square and Harding Park are \$25,000 per bench. Contributions for a bench in a neighborhood park are \$3,500 per bench. The contribution covers the cost of the bench, plaque, routine maintenance and repair costs for the term of the bench contract. Contributions must be made in full before the plaque is ordered and the bench is installed.

**Bench Location and Installation:** The Recreation and Parks Department (RPD) installs and maintains all benches in San Francisco's public parks and squares for the benefit of the public. Donors are given the option of choosing three preferred locations for placement of their bench. All locations must be approved by RPD. Although every effort will be made to honor the Donor's preferred placement of the bench, the final decision for placing the bench is made by the San Francisco Recreation & Park Department, and is based on site needs, availability and feasibility. When the Donor has not requested a specific site within a park for the bench, the location of the bench will be selected by SFPT. Benches are usually mounted on a hard surface compatible with surrounding paving to facilitate mowing and reduce erosion. Bench installation is supervised and performed by RPD. ***Installation will take three to six months***, depending on location, scheduling availability of RPD and weather.

When a Donor has requested that a commemorative bench be installed at a specific site where there is an existing, non-designated bench, RPD will use the existing framework for the bench, and will then replace the bench seat and back rest. When a donor selects a site where there is no bench, a new bench will be installed at that location, or as close as possible, based on the approval of RPD as detailed above.

**Term of the Bench:** The guaranteed term of a commemorative bench is ten (10) years, the normal life cycle of an outdoor bench in San Francisco. Bench up-keep, maintenance and repair will be handled by RPD. After ten (10) years, the donor will be given the first right of refusal to renew the bench contract. The renewal fee will be based on the fee that is current on the day of renewal for a bench in the area

where said bench is located. The term for a bench in the Music Concourse in Golden Gate Park is fifteen (15) years. This is the only area that has a fifteen (15) year term. You may pre-pay for additional terms for your bench. When the bench is due for renewal, if we are unable to contact the original donor by reasonable means, the bench will be made available to other potential donors. ***It is the bench donor's responsibility to be sure that SFPT has your current contact information.***

**Bench and Plaque Design:** The design, color and style are always in keeping with surrounding park furniture. Although RPD chooses the exact bench, most are painted wood-slat benches, and are either 6 or 12 feet in length. All final design decisions are the responsibility of RPD. A standard bronze plaque is used for commemorative messages and is generally placed on the back rest of the bench.

**Donations and Acknowledgement:** An acknowledgement letter will be sent to each donor who sends in a contribution for the bench. If there are multiple donors, SFPT will maintain a donor list that can be sent to the family member or friend who wishes to be the designated contact for the bench. The total amount received to date will be included on the list, but the individual gift amounts are withheld. Once we have collected the full amount for the bench, a proof for the plaque can be ordered. Contributions must be made in full before we can begin this process. Donations received after the total amount for the bench has been collected will be considered additional donations for the bench.

**Payment:** We accept check, cash, or credit card payments. Installment payments are accepted. However, the bench must be paid in full before we can order the plaque and install the bench. All benches must be paid in full within six (6) months. We are unable to offer online payments for this program.

**Availability:** Please note that there may be areas in which we may not be able to install a new bench.

**If you are interested in making a donation for a commemorative bench,** please contact Donalda Watson-Walkinshaw, Associate Director of Membership at 415-750-5443 or e-mail donalda@sfpt.org.