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Trailways Commission Bench Donation Policy

Adopted: December 18, 2007

Amended: November 16, 2021

In response to requests to provide the public an opportunity to honor family and friends, to meet the needs for certain capital improvements/enhancements to the trail experience, and to enable donations to be made in a manner consistent with the Mission Statement of the Paint Creek Trailways Commission, the following bench donation policy is adopted:

1. The Paint Creek Trailways Commission has predetermined the design of benches. The Commission utilizes the "Arlington" model bench, purchased through an approved vendor, but reserves the right to amend the bench make and model based on availability.
 - All benches purchased or donated must be made of 100% recycled plastic.
 - Benches must be cedar in color and 6' in length.
2. Dedication plaques must not exceed 2.5" x 5", with a maximum of 50 characters. Plaque must be black with white lettering. Text is subject to the approval of the Paint Creek Trailways Commission or their designee. Plaque price is included in the cost of the bench.
3. The Commission desires a maximum density of no more than one bench every half mile where appropriate. However, the density may be affected by factors such as official access points, areas of unique natural features, and road crossings.
 - Staff will identify existing benches, wooden or otherwise, which would be desirable to replace with a new recycled plastic bench as their condition warrants.
 - Staff will identify new, open locations for benches, and communicate with the local municipality regarding placement, prior to providing the annual placement map.
 - Benches shall be ADA compliant where appropriate.
4. Benches shall be maintained in cooperation with the local municipality for a minimum of 10 years in or near their original location. It is the policy and/or desire of the Commission to keep donated benches in their location, but reserves

the right to relocate if necessary. We will attempt to notify the donating family in the event that the bench will be relocated, replaced, or removed.

5. In the event that a bench needs to be replaced, the Commission will contact the original donor(s) and/or if necessary, the donor(s)'s secondary contact, to see if the donor(s) wishes to readopt the bench, and if not, the bench may be replaced by another donor. If the original donor(s) or the donor(s)'s secondary contact does not wish to readopt the bench, the memorial plaque will be offered to be returned.
6. Payment in full is due to the Commission prior to bench order. Benches will be ordered by the Commission through an approved Commission vendor.
7. When bench is installed, it becomes the property of the Trailways Commission and is for the use and enjoyment of the general public.
8. The donor has no obligation or right to maintain or tamper with the bench or the surrounding area. Plantings surrounding the bench will be allowed from an approved list of appropriate native plant species only.
9. The Trailways Commission reserves the right to deny any bench donation, any bench location, or any bench design which does not comply with Article 1 of this Policy.
10. The \$1,250 price of the bench donation includes:
 - Bench
 - Plaque
 - Assembly and Installation
 - Administration Fee
11. Local municipality that assembles and installs bench shall be reimbursed by the Trailways Commission, to offset their labor and installation costs.
12. The PCTC cannot guarantee that any bench will be installed by a specific date as we are dependent upon our suppliers and the availability of park maintenance staff. Additionally, benches cannot be installed in the winter when the ground is frozen.
13. After installation, donor will receive a Certificate of Appreciation and a thank you letter that serves as a receipt for tax purposes.
14. List of donated benches/families to be kept in the Trailways Commission office and on the Trail website.