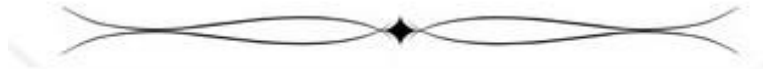




City of Los Altos

Recreation & Community Services
 97 Hillview Ave.
 Los Altos, CA 94022
 (650) 947-2790, FAX (650) 947-2738
 WEB SITE: www.losaltosrecreation.org

Memorial Bench and Tree Dedication Policy



The City of Los Altos supports the needs and principles of allowing memorials in parks and green space areas, but it is also mindful that these facilities have many uses and are enjoyed by a wide range of people. Therefore, the City desires to manage and regulate memorials for the mutual benefit of all.

Applications for memorial bench or tree dedications may be picked up at the Hillview Community Center or downloaded by going to www.losaltosrecreation.org and clicking on Memorial Donations.

Memorial Benches

- The cost for a memorial bench sponsorship is **\$500 (Five Hundred dollars)** made payable to the City of Los Altos. This cost is for a 10-year sponsorship of a currently existing bench. This includes the procurement and installation of the plaque/plate, and one replacement within that time period, if necessary.
- The cost for the purchase and installation of a memorial bench that is not currently in place is **\$3,500 (Three Thousand, Five Hundred Dollars)**. This cost includes the concrete bench footing or concrete pad, procurement and installation of the bench and plaque/plate, 10-year sponsorship of the donated bench and plaque/plate and replacement of the plaque/plate within that time if necessary. *New bench installation is subject to the City of Los Altos Public Bench Program and the limits and restrictions on bench placement on City-owned locations.*
- Donors of NEW benches will receive a letter confirming the donation of the bench to the City.
- Once the 10-year sponsorship period has lapsed, the sponsor will be contacted and the memorial plate will be made available for pick-up. It is the responsibility of the donor, or their designated representative to make arrangements to retrieve the removed plaque/plate, the City will not mail. Plaques/plates must be picked up within 60 days of removal.
- The bench style and location of new benches must conform to the ADA (American Disabilities Act) resting bench program and the City Public Bench Program.

- Memorial benches will be positioned to maximize benefit to an area. The City will attempt to accommodate the wishes of an applicant at all times.
- The number of memorials will be limited based on the City Public Bench Program, must not interfere with normal park use or maintenance operations and shall not detract from the prime recreational purpose of an area.
- The City accepts no liability for damages to any memories from vandals or third parties.
- The City reserves the right to remove any memories that have been damaged, and is, in the view of city staff, beyond repair.
- All memorial benches are added to a special data base with status, location, bench type, donor, the person memorialized and photos.

Tree Dedications

- The City of Los Altos Tree Dedication program allows members of the public to purchase trees for dedication purposes. Trees that are dedicated through this program are placed on City property, in City parks or along Los Altos trails.
- The cost of a tree purchased through the dedication program is **\$300 (Three Hundred Dollars)**. This cost is for the purchase and installation of the tree.
- No plaques/plates, rocks or other engraved recognition items are allowed on or around the donated tree that falls outside the City's Memorial/Dedication Policy.
- The tree type, species and location will be subject to the City's tree management program and the recommendations of City staff.
- Donated trees will be located to maximize benefit to an area and minimize the impact on normal park use and maintenance operations. The City will attempt to accommodate the wishes of an applicant at all times.
- The number of tree dedications within the city may, at any time, be limited or temporarily placed on-hold based on available maintenance resources such as staff, contract services, water restrictions, or other factors.
- All tree dedications are added to a special data base with status, location, species, donor, and the person dedicated to.

For both the Memorial Bench and Tree Dedications the donor will receive confirmation from the City once the installation has been complete. It is the intention that the memorial policy covers the broad sense of memorials but is not meant to be exhaustive. Memorial proposals outside the scope of this policy may still be considered.

Memorial Bench/Tree Dedication Application

Please fill out this application and include your check, money order, cashier's check, or credit card information made payable to The City of Los Altos. If desired, donations can also be mailed to the address below along with the completed application form.

Name _____

Address _____

City _____ State _____ Zip _____

Home phone _____ Mobile phone _____




Email address _____ Fax # _____

1. Requested Location: _____

2. Requested Installation Date: _____

3. Memorial Bench Inscription Request (75 characters or less, including spaces):

4. Payment Type: Check Money Order Cashier's Check Credit Card

CREDIT CARD PAYMENT (check one)		
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>
Card Holder Name: _____		
Card Number: _____		
Exp. Date: _____		
Signature: _____		

Please mail with enclosed payment to:

Los Altos Recreation & Community Services
Attn: Manny A. Hernandez
97 Hillview Ave.
Los Altos, CA 94022

Phone: (650) 947-2790
Email: mhernandez@losaltosca.gov