

The City of Palo Alto Adopt-a-Park Memorial Bench Program Application

Thank you for inquiring about the City of Palo Alto's Adopt-a-Park Memorial Bench Program. There are various park locations to choose from throughout Palo Alto and our staff is prepared to assist you when you are ready to proceed.

*Please note: No new applications will be accepted for Foothills Park

General Information

Cost

\$4,000.00 donation is collected for a memorial plaque to be placed on an existing park bench

Approximate Order Time

Order time for benches is approximately 6-8 weeks. Upon receipt of the plaque/bench, the Open Space and Parks Division require a minimum of 2 weeks to arrange an installation.

Maintenance

The maintenance of the benches will be the responsibility of the Open Space and Parks division. Maintenance (graffiti removal, sanding/staining, and periodic cleaning) will be provided by the City for the life of the bench.

There is a ten-year (10) guarantee of furniture maintenance and plaque replacement. The furniture will be kept in place as long as it is serviceable beyond the 10 year period. When a bench is no longer serviceable, applicants will be advised and given the opportunity to purchase a new bench under the terms and conditions then in effect.

Ordering Process

1. Upon receiving the signed Adopt-a-Park memorial bench application, City staff will contact the donor to discuss bench location options. Forms could be emailed or mailed directly to:

Jeanette Serna
Program Assistant, Open Space, Parks & Golf Division
3201 East Bayshore Road
Palo Alto, CA 94303
Email: Jeanette.Serna@CityofPaloAlto.org
Phone: 650-496-5916

2. City staff will provide donor with a plaque proof.
3. Once a bench location and plaque proof is approved by City staff, donor will submit payment.
4. Upon receipt of payment, City staff will order the plaque/bench.
5. City staff will contact the donor when the plaque/bench is received to discuss the installation timeline.
6. City staff will email the donor a photograph of the memorial bench after installation.
7. City staff will provide the donor with a donation recognition letter.

I understand and agree to all of the terms and conditions above

Signed.....

Date.....

Please provide the following information so that we can better serve you.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Home phone: _____ Work phone: _____

E-mail address: _____

Requested Locations:

*Please note that staff will do their best to accommodate your request for a bench location, but you may be required to select a location based on park needs.

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Bronze plaques measure 8" wide by 4" tall. Standard lettering is 1/4". One line may use 3/8" letters. All lettering is upper case. Periods, commas and hyphens count as one character. Each line will be centered on the plaque.

Line 1: 1/4"

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Line 2: 3/8" or 1/4" (Circle the size preferred)

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Line 3: 1/4"

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Line 4: 1/4"

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