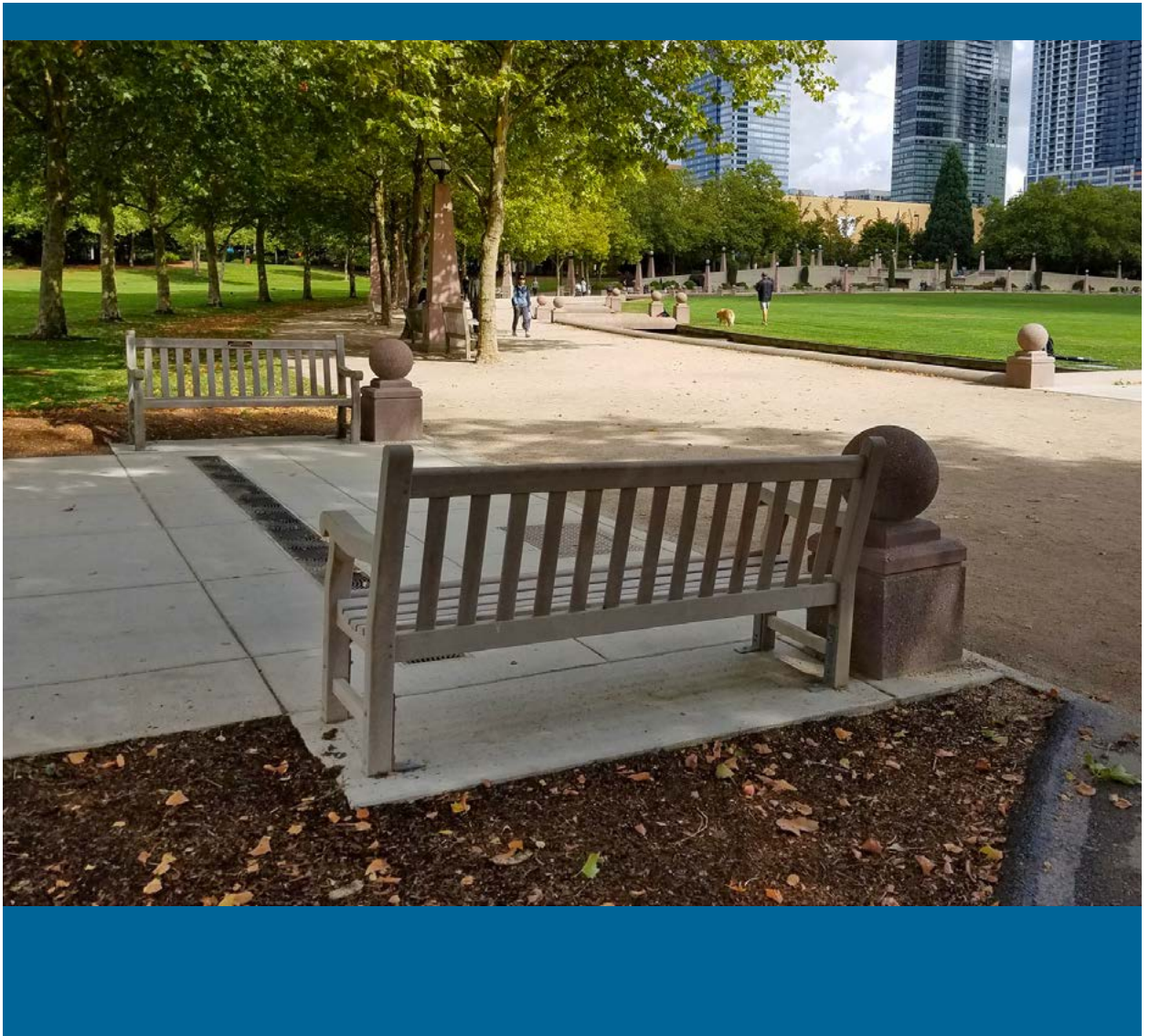


# Donation Bench Procedure Guide



2021  
Parks & Community Services Department



## OVERVIEW

The Donation Bench Program allows individuals and organizations to commemorate an anniversary, celebrate a life, or honor the memory of a loved one by donating a bench to be placed in one of Bellevue's beautiful parks. Acceptance, placement, and installation decisions are made by the Parks & Community Services Department and must fit with the parks master plans and/or existing conditions within the park site. A donation of **\$3,235.00** will generally cover the cost of the bench, plaque, installation and maintenance fees for its useful life time. There may be some additional costs depending on the location installation requirements. Please contact the Parks & Community Services Department for information about other donations.



## PLACEMENT

The applicant/donor can request a park site/location on the application however the Parks & Community Services Department will make the final placement decision.

## PLAQUES

The plaque will be furnished by the city. The plaque will be:

1. ¼" thick etched bronze material
2. 8" wide x 2" high size
3. The plaque may not exceed four lines with approximately 24-26 characters per line.
4. All plaque details, including text, must be in the form indicated on the application and must be approved by the Parks & Community Services Department.

## COST/FEES

A donation of \$3,235.00 will generally cover the cost of the bench, plaque, installation and maintenance fees for its useful lifetime. There may be some additional costs depending on the location installation requirements. Any other request will be assessed on a case by case basis.

## DONATION BENCH TERMS & CONDITIONS

1. The city is under no obligation to accept a gift or donation, even if the gift or donation otherwise meets the criteria set forth herein.
2. All donations to the City of Bellevue will become property of the City of Bellevue and the city reserves the right to remove or relocate any and all donated items at any time.
3. Donations must be consistent with the Master Plans and with existing conditions and needs at the specific park site.
4. All donation requests must be submitted in writing.
5. The plaque attached to the bench will be the only recognition of the donation.
6. The Parks & Community Services Department is the final decision-maker with regard to acceptance, placement, and installation.



7. The city will maintain the bench for its useful lifetime. The bench will be removed when it becomes unsafe to sit on or if it is vandalized in a manner that makes it visually unacceptable. The city will not be responsible for replacing any damaged or vandalized items. The city will notify the donor when the bench has to be removed and will give the original donor the opportunity to renew the gift and donate a replacement bench.
8. The City of Bellevue procedures, policies & fees outlined in this guide are subject to periodic review and change.

## PROCEDURE

Complete and submit "Donation Bench Program Application Form" to Sheryl Humphrey, [shumphrey@bellevuewa.gov](mailto:shumphrey@bellevuewa.gov). All applications are accepted on a first come, first serve basis.

## MAIN CONTACT

### **Sheryl Humphrey**


Administrative Assistant  
Parks – Donation Bench Program Coordinator  
Parks & Community Service Department  
16023 NE 8th Street  
Bellevue, WA 98008  
Phone 425-452-4433  
[shumphrey@bellevuewa.gov](mailto:shumphrey@bellevuewa.gov)

## APPLICATION

Please fill out the attached application on the next page or online at [BellevueWA.gov/application](http://BellevueWA.gov/application)



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 For alternate formats, interpreters, or reasonable accommodation requests please phone at least 48 hours in advance 425-452-4433 (voice) or email [shumphrey@bellevuewa.gov](mailto:shumphrey@bellevuewa.gov). For complaints regarding accommodations, contact City of Bellevue ADA/Title VI Administrator at 425-452-6168 (voice) or email [ADATitleVI@bellevuewa.gov](mailto:ADATitleVI@bellevuewa.gov). If you are deaf or hard of hearing dial 711. All meetings are wheelchair accessible.

# DONATION BENCH PROGRAM APPLICATION FORM

Date: \_\_\_\_\_ Applicant/Donor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Alternative Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please Note:** Contact information will be kept on file if future notifications are necessary.

Back up Contact: \_\_\_\_\_

Plaque Verbiage: (Please print clearly and double check your spelling.)

Requested Park/Site Name: \_\_\_\_\_

Requested Bench Location (If possible, include photos): \_\_\_\_\_

## Acknowledgement of Terms

The applicant/donor acknowledges that all donations to the City of Bellevue will become property of the City of Bellevue and the city reserves the right to remove or relocate any and all donated items at any time. In addition, the applicant/donor understands the city will maintain the bench only for its useful lifetime. The bench will be removed when it becomes unsafe to sit on or if it is vandalized in a manner that makes it visually unacceptable. The city will notify the donor when the bench has to be removed and will give the original donor the opportunity to renew the gift and donate a replacement bench.

Effective Date: 1/1/2021

Applicant/Donor Signature

City of Bellevue Use Only/Application Approved By: