



INFORMATION AND INSTRUCTIONS ON MEMORIAL TREE, KIOSK AND BENCH DONATIONS IN FULLERTON CITY PARKS

Individuals may donate a memorial bench, kiosk or tree for placement in a Fullerton City park, based on Fullerton City Council Resolution No. 10-37.

The Parks and Recreation Commission will review all applications for donating memorial benches, kiosks and trees at its monthly meeting, and will make a decision to approve or disapprove the applications.

RULES AND REGULATIONS

- A. The Parks and Recreation Department will provide standards on the type, style, design, and placement of memorial benches, memorial kiosks memorial bench plaques, and memorial trees within the City's public parks. The list of approved benches, kiosks and trees will be based on these factors: size, usage, vandalism, traffic, security, view obstructions, location, and style compatibility.
- B. Donation requests must be submitted to the Parks and Recreation Department on the "Memorial Tree, Kiosk and Bench Donation" application form.
- C. All approved donations will become the property of the City of Fullerton.
- D. Applicants may choose to donate a new tree, kiosk or bench in a City park.
- E. Memorial plaques will only be allowed on benches and kiosks. All plaques will be uniform in size and material. All plaques will have standard wording limited to the following list of 12 choices: "Dedicated to (Name)"; "Donated by (Name)"; "In Memory of (Name)"; "In Loving Memory of (Name)"; "Dedicated to the Memory of (Name)"; "Given in Loving Memory of (Name)"; "In Celebration of (Name)"; "In Honor of (Name)"; "In Honor and Memory of (Name)"; "In Tribute to (Name)"; "In Appreciation of (Name)"; or "In Grateful Appreciation to/of (Name)".

In addition, the following 2 options may be applied to the standard wording selection:

1) Birth and death dates (full dates or just years): 2) Inclusion of Title and/or Rank and/or United States Military Service Organization affiliation to the name.

- F. The City will maintain the donated items unless other arrangements have been agreed upon. The City will not replace a donated item before its normal life expectancy, beyond the single replacement that is included as part of the original donation.
- G. The City does not assume responsibility for replacement due to vandalism or theft beyond the single replacement included in the original donation. The original donor or their family members will have the option to pay for replacement in the case of vandalism or theft beyond one (1) replacement.

- H. The City reserves the right to remove and relocate any memorial tree, kiosk or bench, if the location of the existing tree, kiosk or bench is in conflict with any future park improvement project(s) taking place in that location. The City will make every effort to contact the original donor or their family members to coordinate the relocation of the tree, kiosk or bench to a suitable location.

FEES

All of the costs associated with the donation including purchase, installation, administration, maintenance, and replacement shall be paid by private funds. Maintenance and replacement fees will be placed in a restricted donation account to be used for annual maintenance and, as needed, future replacement. Fees are due upon approval. The fees may be reviewed annually before June 16 of each year. Fees may be reviewed, evaluated, changed and/or modified separately without affecting the remainder of this Resolution.

CURRENT FEES:

A. Memorial Trees (24" box) - \$1,000

This fee covers the initial purchase and installation of the tree. Additionally, the fee amount will cover administration, maintenance and one (1) replacement due to vandalism, theft, or death by natural causes during the 20-year life expectancy of the tree.

B. Memorial Kiosk - \$3,500

This fee covers the initial purchase and installation of the kiosk, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) kiosk and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the kiosk.

C. Memorial Bench - \$3,200

This fee covers the initial purchase and installation of the bench, including the memorial plaque. Additionally, the fee amount will cover administration, maintenance and one (1) bench and/or one (1) plaque repair and/or replacement due to vandalism or theft for the 20-year life expectancy of the bench.

D. Replacement Fees

If a tree, kiosk, bench or plaque needs to be replaced beyond the covered single replacement, the donor has the option to make an additional donation to continue the memorial. Replacement costs are as follows: Tree (24"box) - \$220; Kiosk - \$2,200; Bench - \$2,000; and Memorial Plaque - \$126.

HOW TO APPLY:

1. Please complete the "Memorial Tree, Kiosk and Bench Donation Application Form."

2. If you have any questions about donating a memorial tree, kiosk or bench, or you need assistance in completing the form, you may call the Parks and Recreation Department at (714) 738-6575.
3. Submit the completed application form to the Fullerton Parks and Recreation Department at City Hall, 303 W. Commonwealth Avenue, Fullerton, CA 92832. Full payment is expected at that time in the form of a check or credit/debit card (Master Card or Visa).
4. Parks and Recreation staff will bring your completed application to the Parks and Recreation Commission at its monthly meeting for review and approval. The Commission regular meeting is on the second Monday of the month at 6:30 p.m. in the City Council Chamber. The meeting is open to the public but you do not need to be present at the meeting to have your application reviewed.
5. Should the Parks and Recreation Commission have any concerns or questions about the placement of the memorial bench or tree, staff will contact the applicant to make any adjustments needed.
6. If an application is not approved by the Commission, or if any required changes are not approved by the applicant, any funds collected will be returned to the applicant.
7. Once final approval and a final signature are obtained from the applicant, funds will not be returned on any items already ordered or installed, or services rendered. In the event of a cancelled donation, and prior to installation, any items ordered and paid for by the applicant are the property of the applicant, who would be responsible for picking up the items within 60 days. Thereafter, any unclaimed items become the property of the City.