

# Commemorative Tree & Bench Program

*Crepe Myrtle Tree*

## PROGRAM DESCRIPTION

Commemorate individuals or families through this special program by donating a tree or bench in their honor. There have been predetermined locations, tree species, and specific benches that will be available for placement as part of this donation program.



## TREES

The available trees for commemoration are as follows:

- Chinese Pistache
- Autumn Blaze Maple
- October Glory Maple
- Crepe Myrtle
- Little Leaf Linden
- Zelkova

## BENCHES

Bench locations only available in Rocklin parks & bench design will be determined by the City.

## PLAQUE

A 10"x 6" granite plaque can be installed in conjunction with the bench with specific writing selected.

Please note, trees are not able to have a plaque.





*Zelkova Tree*

## DONOR RECOGNITION

For tree donations, a specific location may be requested and it is up to the City and the Parks and Recreation Commission to confirm location. Specific tree species are limited to park locations that match the landscape.

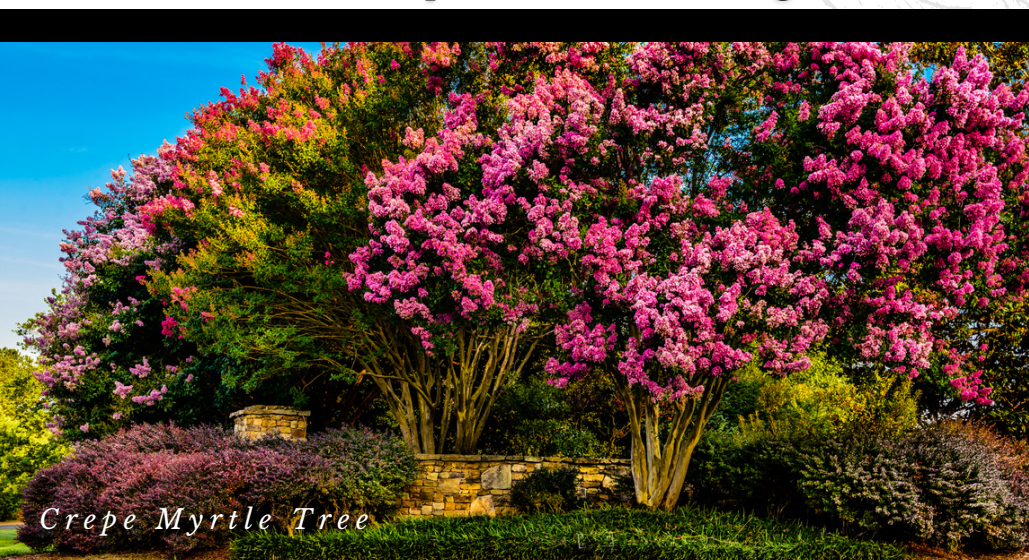
For bench donations, a location may be requested. The Director of Parks and Recreation will make the final determination based on various factors such as accessibility, maintenance impacts, safety, etc.

## PROCESS

If you would like to participate in the City of Rocklin's Commemorative Tree and Bench Donation Program, below is the process.

1. Applicant to review and initial the *City of Rocklin Parks and Recreation Department Tree and Bench Donation Policy*.
2. Complete the *Commemorative Tree and Bench Donation Application* and submit to the Parks and Recreation Department.
3. The Director of Parks and Recreation will either approve or deny the application.
4. The application will be reviewed and location will be approved by the Parks and Recreation Commission (PRC).
5. Once approved, the Applicant will then sign the agreement and pay the appropriate fees at the Parks and Recreation Office.
6. Parks Staff will then proceed with ordering and installation.

“  
*Memorialize  
 those you love  
 with this  
 lasting  
 donation.*  
 ”



*Crepe Myrtle Tree*

## CITY FEES

Benches: For the total cost of the bench, plaque, including labor will be \$2,500.

Trees: For the total cost of the tree, including labor, will be \$300.



# COMMEMORATIVE TREE & BENCH PROGRAM APPLICATION

## CONTACT INFO

APPLICANT NAME:

ADDRESS:

PHONE NUMBER:

EMAIL:

## LOCATION REQUEST

Mark your first, second, and third option next to the park location below:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Johnson-Springview Park | <input type="checkbox"/> Brigham & Hawes Park    | <input type="checkbox"/> Monument Park              | <input type="checkbox"/> Sierra Meadows Park |
| <input type="checkbox"/> Kathy Lund Park         | <input type="checkbox"/> Christine Anderson Park | <input type="checkbox"/> Night Ridge Park           | <input type="checkbox"/> Sonora Park         |
| <input type="checkbox"/> Margaret Azevedo park   | <input type="checkbox"/> Clarke Dominguez Park   | <input type="checkbox"/> Pebble Creek Park          | <input type="checkbox"/> Sunset East Park    |
| <input type="checkbox"/> Twin Oaks Park          | <input type="checkbox"/> Clover Valley Park      | <input type="checkbox"/> Pernu Park                 | <input type="checkbox"/> SWRA                |
| <input type="checkbox"/> Whitney Park            | <input type="checkbox"/> Corral-Alva Park        | <input type="checkbox"/> Peter Hill Heritage Park   | <input type="checkbox"/> Vista Grande Park   |
| <input type="checkbox"/> Bolton Park             | <input type="checkbox"/> Gayaldo Park            | <input type="checkbox"/> Pleasant Valley Creek Park | <input type="checkbox"/> Wesley Park         |
| <input type="checkbox"/> Boulder Ridge Park      | <input type="checkbox"/> Joe Hernandez Park      | <input type="checkbox"/> Ruhkala Park               | <input type="checkbox"/> Wickman Park        |
| <input type="checkbox"/> Breen Park              | <input type="checkbox"/> Mansion Oaks Park       | <input type="checkbox"/> Sasaki Park                | <input type="checkbox"/> Willard Park        |
|  | <input type="checkbox"/> Monte Verde Park        |   | <input type="checkbox"/> Woodside Park       |

## COMMEMORATIVE OPTION

- TREE \$300 *(Tree species will vary depending on location.)*
- BENCH \$2,500

## PLAQUE INFO (BENCH ONLY)

LINE ONE *(Select One)*

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Dedicated to | <input type="checkbox"/> In Memory of      | <input type="checkbox"/> In Honor of        |
| <input type="checkbox"/> Donated by   | <input type="checkbox"/> In Celebration of | <input type="checkbox"/> In Appreciation of |

LINE TWO – HONOREE’S NAME

*(20 Characters)*

LINE THREE *(Select one)*

OPTION 1: DATE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

*(Month)*

*(Date)*

*(Year)*

OPTION 2: PHRASE

- |  |  |
|--|--|
| <input type="checkbox"/> Native of Rocklin         | <input type="checkbox"/> Champion of the Community   |
| <input type="checkbox"/> Lifelong Rocklin Resident | <input type="checkbox"/> Dedicated Rocklin Volunteer |

## SIGNATURE

I have reviewed and acknowledge the Parks and Recreation Department Tree and Bench Donation Policy and agree to the terms. I acknowledge that the information on this application is correct and all spelling is accurate.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

# OFFICE ONLY

Date Received: \_\_\_\_\_

Director of Parks & Recreation

Approval

Denial

Parks and Recreation Commission

Meeting Date: \_\_\_\_\_

*Notified of Meeting Date:*

\_\_\_\_\_

Request & Receive Map Location: \_\_\_\_\_

PRC Outcome:

Approval

*Notified of Outcome:*

\_\_\_\_\_

Agreement Signed:

(15 days from approval of PRC meeting)

\_\_\_\_\_

Payment Received:

\_\_\_\_\_

Map Location Signed:

\_\_\_\_\_

Orders:

Bench:

\_\_\_\_\_

Tree:

\_\_\_\_\_

Plaque:

\_\_\_\_\_

*Notified of Proof of Plaque:*

\_\_\_\_\_

Estimated Date of Completion:

\_\_\_\_\_

*Notified applicant of completion:*

\_\_\_\_\_





# Parks and Recreation Department Tree and Bench Donation Policy

The City Council recognizes the need to promote community involvement and active participation in quality of life components throughout the community, and the need to establish a fair, equitable, and uniform procedure by which trees and benches may be donated to the City for installation in City parks. This policy establishes criteria for donations to assure area compatibility, attractiveness, usefulness, and sustainability of maintenance. Each donation considered for inclusion in the City's parks system will be subject to the limitations and guidelines for each particular area as established by the City's Parks and Recreation Department.

## I) Acceptance of Donations

- 1) All donation applications for the donation of trees and park benches to the City must be made on the form maintained by the Department of Parks and Recreation.
- 2) Based on the value of the donation and availability of appropriate property to install the donation, City staff will review the acceptability of any donation and determine if the benefits to be derived warrant acceptance of the donation. At a minimum, any monetary donation for a tree or bench shall cover the entire cost of purchasing and installing the item, at current market value based on the time of approval of the donation, as well as any other maintenance costs required below.
- 3) Criteria for evaluation includes consideration of any initial expenditure required in order to accept the donation, the community benefit to be derived from the donation, and, with respect to benches, the potential and extent of the City's obligation to maintain a donated bench for a minimum of 10 years. Unless otherwise specified in this policy, after 10 years, or at the end of the donated item's useful life, as determined by the City, the donated item may be removed or replaced by the City.
- 4) The cost of a park or bench donation shall also include a maintenance fee equal to 50% of the estimated 10-year maintenance cost of the donated tree or bench (including the plaque), paid for in full by the donor at the time of the donation. This maintenance fee is in addition the cost and installation of the donated item.
- 5) If, during the application phase, the Director of Parks and Recreation determines that there are no suitable or available locations for the donation, or if the donor only wants to make a donation for installation at an unavailable location, the Director of Parks and Recreation shall reject the donation application.
- 6) If a suitable general location for the donation exists, the donor is amenable for the item to be installed at that general location, and donor is willing to fund the donation amount required to install and maintain the donation, as required by this policy, the Director of Parks and Recreation shall submit the donation application to the Parks and Recreation Commission ("PRC") for review and approval of the requested location. The PRC is responsible for reviewing and approving the location of all tree and bench donations to the City within the standards outlined in this policy.
- 7) The Director of Parks and Recreation is hereby authorized to execute the donation agreement and to accept the donation on behalf of the City.
- 8) All donations accepted by the City shall become City property and shall be open and available for general public use in a manner consistent with the City of Rocklin Parks and Recreation rules, policies, and practices. At no point should the acceptance of a donation to the City be construed as the creation of a public forum.

## II) Types of Donations

### 1) Trees

- A) Donations for trees may be used to install a tree or trees at a City park(s) approved by the Director of Parks and Recreation.
- B) Tree donations are limited to specific species that match the landscape in park locations. The type of tree to be installed shall be at the sole discretion of the City, as approved by the Director of Parks and Recreation.
- C) Donors may request a location for the donated tree, but the City shall make the final determination based on various factors including, but not limited to, landscaping, irrigation necessity, safety, viability of the tree, or other determinative factors. The PRC shall approve the general location for the installation of the donated tree, with the Director of Parks and Recreation approving the specific location within the approved general location based on the above factors.
- D) Tree donations shall not be memorialized with a plaque or other fixture.
- E) The City shall not assume responsibility for replacement of a donated tree for any reason at any time.
- F) The City shall not guarantee the health, vitality, or existence of the tree for any amount of time.
- G) The City shall reserve the right to remove or relocate a donated tree if the location of the donated tree is in conflict with any future park improvement project(s) at the location of the donated tree or if the donated tree is creating a potential or current health or safety hazard. The decision to remove a tree for the aforementioned reasons shall be at the sole discretion of the Director of Parks and Recreation.

### 2) Benches

- A) Donations for a bench shall be used to install a bench at one of the City's various parks as approved by the Director of Parks and Recreation.
- B) The Parks and Recreation Department shall designate the type, style, design, and placement of benches to be donated to the City and placed on City property.
- C) An inventory of all available bench locations will be maintained by the City.
- D) Donors may request a location for the donated bench, but the City shall make the final determination based on various factors including, but not limited to, accessibility, maintenance impacts, safety, or other determinative factors. The PRC shall approve the general location for the installation of the donated bench, with the Director of Parks and Recreation approving the specific location within the approved general location based on the above factors.
- E) If requested and approved, the donated bench may be installed with a ten (10) inch by six (6) inch size granite plaque limited to the following standard content:
  - (i) Line One of the plaque shall only include one of the six below phrases in one-fourth (1/4) inch characters of a standard font:

- (a) Dedicated to
- (b) Donated by
- (c) In Memory of
- (d) In Celebration of
- (e) In Honor of
- (f) In Appreciation of

(ii) Line Two of the plaque shall only include the name of the individual being honored in three-eighths (3/8) inch characters of a standard font. Line Two shall have a maximum of twenty (20) characters in standard font. Spelling shall be the sole responsibility of the donor. The donor shall be financially responsible for any plaque re-engraving due to spelling errors made by the donor.

(iii) Line Three of the plaque shall list one singular date in one-fourth (1/4) inch characters of a standard font in the following format:

[Month to be spelt out] [Numerical date], [Numerical year]

Or, one of the four below phrases in one-fourth (1/4) in characters of standard font:

- (a) Native of Rocklin
- (b) Lifelong Rocklin Resident
- (c) Champion of the Community
- (d) Dedicated Rocklin Volunteer

F) All content on approved plaques are expressive actions reflecting the views of the City Council and in no circumstance shall a plaque constitute a public forum.

G) Donated benches and plaques are guaranteed for a minimum of ten (10) years following installation or “useful life”, as determined by the City, whichever comes first.

H) If a donated bench or plaque is damaged or stolen within the period set forth in Section II(2)(G) of this policy, the City shall repair or replace the item one time at no additional cost to the donor. Additional replacements of the bench or plaque within the period set forth in Section II(2)(G) shall require another monetary donation by the donor in the amount set forth by the Director of Parks and Recreation at the time of installation of the subsequent bench or plaque. Installation of an additional bench shall not extend the original period set forth in in Section II(2)(G). If the donor does not furnish the funds to replace the damaged bench within five (5) calendar days of the City providing notice of such damage requiring repair, the bench and/or plaque shall be removed. The City reserves the right to remove, without replacing, any bench or plaque that has been damaged or is beyond repair, as determined by the City, at any time and without prior notice to the donor.

### III) Right to Decline

1) The City of Rocklin reserves the right to decline any donation if, upon review, acceptance of the donation is determined to not be in the best interest of the City.

### IV) Timeliness

1) Donations will be processed in the order received.

- 2) Complete funding for the donation must be processed before the purchasing of any donated item or commencement of any work to install the item. If the donor has not provided the complete funding amount required by the City for purchasing and installation of the donated item within fifteen (15) calendar days of approval of the donation by the PRC, the donor loses any rights conferred with respect to the donation and the City shall not accept the donation.
- 3) City shall be responsible for tree and bench installation.
- 4) All donations are limited to a period of 10 years or until the end of the useful life of the item, as determined by the City. After 10 years, or the end of the useful life of the item, whichever comes first, reasonable effort will be made to contact the original donor (City will attempt to make contact for no more than 30 calendar days if donor is unable to be reached) for a right of first refusal to keep the donation in their name. If denied, or the donor is unable to be reached, the location may become available for a new donation.

The undersigned has read and understands the conditions contained herein and made a part of the Parks and Recreation Department Tree and Bench Donation Policy, and agrees to all of the aforementioned rules, regulations, and conditions for the Parks and Recreation Department Tree and Bench Donation Policy. By signing, you also agree to pay all applicable charges.

X \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name