

San Francisco Parks Alliance Commemorative Bench Program Description

The Commemorative Bench Program provides an opportunity for individuals to honor family and friends while enhancing San Francisco's parks. The program is a partnership between the San Francisco Recreation and Park Department (RPD) and the San Francisco Parks Alliance (SFPA). The Commemorative Bench Program enables park lovers to support SF parks through a tax-deductible donation toward a personalized plaque installed on a park bench.

Pricing

 The requested donation amounts for a Commemorative Bench plaque are priced according to location, are subject to change, and may be adjusted periodically:

o San Francisco Parks run by RPD

0 \$6,000

o GG Park Music Concourse

0 \$10,000

Palace of Fine Arts

0 \$10,000

- Plaque donations are tax-deductible and SFPA will send a formal gift acknowledgement letter to the donor for tax purposes.
- The donation must be received in full, along with a signed agreement, before the plaque wording can be moved to production.

Location

- The Commemorative Bench Program can only install plaques in parks and open spaces under the jurisdiction of RPD.
- SFPA will not process plaque requests on benches in parks undergoing or scheduled for major renovation projects.
- RPD retains the right to relocate a bench with a plaque at any time after installation. If a bench needs to be relocated, SFPA will contact the donor to discuss alternative locations; RPD will make the final determination on all bench locations.
- If a bench with a plaque must be temporarily removed or made unavailable, the
 donor's contract will be extended for the equivalent time the bench is unavailable.
- Commemorative benches will experience normal wear and tear which will be addressed by RPD as necessary in accordance with established Park Maintenance Standards.

Installation

Plaques will be installed within 6 months of full payment and signed contract. If the
plaque is not installed within 6 months, donors have the option to cancel the order and
receive a full refund.

- This donation does not entitle the donor to ownership of the bench- all benches are the property of RPD and will be maintained at no additional cost to the donor.
- The term of a commemorative plaque is 10 years from the date of installation. After 10 years, the donor will be contacted to either renew the plaque contract or have the plaque removed and returned.
- The renewal fee will be based on the current requested donation amount. If SFPA is
 unable to contact the original donor within 60 days after the end of the contract, the
 bench will be made available to other interested donors. It is the donor's
 responsibility to notify SFPA with any change in contact information.
- At this time, plaques will be installed on existing benches only; requests for new bench installations will not be processed.

Plaque Design

- A standard 8"x4" bronze plaque is used for commemorative messages and is generally placed on the backrest of the bench.
- Bench plaques are limited to 5 lines of text and 25 characters per line including spaces and punctuation. All text must be approved by SFPA and RPD and is subject to limitation in accordance with RPD's Gift Policy and the Park Code.
- Only one plaque will be placed on one bench unless a donor wants to place an additional plaque on a bench they already have under contract.