

- 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.