



CITY OF  
**FAYETTEVILLE**  
ARKANSAS

## Parks and Recreation **BENCH DONATION PROGRAM**

Thank you for your interest in donating a bench to Fayetteville Parks and Recreation. We value this opportunity to work with you to memorialize or commemorate a loved one. In this packet you will find information for placing a bench and plaque in one of Fayetteville's parks or along our trails.

**Bench:** The standard donation bench is 6' wide and constructed of cast aluminum with a heat-fused poly-vinyl coating seat, and powder coated legs. The plaque is 5" x 10" cast aluminum with milled letters and silver border, and is mounted beneath the bench.



**Fee:** The cost to donate a bench is \$2,000 and includes: the cost of the bench, shipping fees, plaque, concrete pad, administrative costs, and minor maintenance for a ten-year period. The total bench fee is not refundable once the plaque and bench have been ordered.

**Location:** We have many parks and a growing trail system that need seating and will work together to identify a location that matches your preferences. *Due to the popularity of the donation program and vast quantity of benches in Gully Park and Wilson Park, donations for these two locations are not currently available.* Final bench location is approved by Parks and Recreation staff.

**Terms and Conditions:** Once a bench is placed and secured, Fayetteville Parks and Recreation (FPR) will monitor and maintain the bench for a period of ten years. It is understood that normal weathering of benches may occur and shall be acceptable to the donor. FPR reserves the right to relocate benches at any time should such action be necessary, including but not limited to property development, vandalism, or interference with park operations. In the event that a bench is destroyed by a natural disaster, or through the independent action of third parties, Fayetteville Parks and Recreation will not be responsible for replacement. In the tenth year following the bench installation, FPR, at its sole discretion, may remove or relocate the bench and/or the plaque.

**Decorations:** Additional plantings, flowers or decorations may not be added to the bench area.

### **Donation Procedure:**

1. Contact the Parks and Recreation Volunteer Coordinator to discuss bench placement location options.
2. Once the location is agreed upon, complete and submit the Bench Donation Application and \$2000 fee. (Applications for the current year are accepted until November 1st.)
3. FPR will order benches and plaques in November.
4. FPR will notify donor one week prior to the installation of the bench.
5. Installation will take place December 1 – March 1.

**Bench Donation Application:**

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Day Phone \_\_\_\_\_ Email \_\_\_\_\_  
Desired Park/Location \_\_\_\_\_

**Plaque Inscription:** Memorial inscriptions are limited to for whom the bench is in honor/memory of. Additional inscriptions and extraneous content is not permitted. Wording must be approved by the Parks and Recreation Director prior to ordering. **Examples:**

In memory of  
Jane D. Smith

In honor of  
Robert "Bobby" Smith

**Please Select One:**                      **In memory of**                      **In honor of**                      **Neither**

Name on Plaque: \_\_\_\_\_

**Submit Form:** The completed Bench Donation Application and payment may be submitted to the Fayetteville Parks and Recreation office via one of the following methods.

Mail:  
Fayetteville Parks and Recreation  
Attn: Bench Donation Program  
113 West Mountain  
Fayetteville, AR 72701

Hand Delivery:  
Fayetteville Parks and Recreation Offices  
1455 Happy Hollow Road  
Call 479.444.3471 for directions

Your donation form will be reviewed upon receipt. You will be contacted regarding your donation and proposed bench location within five business days. If you have any questions concerning this gift program, please call 479-444-3467 or email [parksvolunteer@fayetteville-ar.gov](mailto:parksvolunteer@fayetteville-ar.gov).

Thank you for this opportunity to work with you.

**Office use only:**

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

Installed Date & Location: \_\_\_\_\_