THE CITY OF PLEASANTON

CITY COUNCIL

Policy: Memorial Bench Donation

1. PURPOSE

The purpose of this policy is to establish guidelines, standards, and procedures for the installation and care of memorial benches donated to City of Pleasanton parks and trails. The City encourages donations and seeks to manage aesthetic impacts and mitigate ongoing maintenance costs. Acceptable donations are dependent upon the specific needs and available locations within City parks and trails.

Guidelines established by this policy apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy. Standards established by this policy will apply to installation methods, donation acknowledgements, and long-term care of all donations made after adoption.

2. SCOPE

This policy applies to City of Pleasanton owned parks and trails, including trails located within or adjacent to open space areas. This policy does not apply to City buildings.

3. GUIDELINES FOR EXISTING DONATIONS

Definition of an Existing Donation: For the purpose of this policy, existing donations are those installed prior to the adoption of this policy.

Appearance and Aesthetics: Decoration, ornamentation, and adornment of donated memorial benches can interfere with routine maintenance and the appearance of the donated item. Nothing shall be hung or tied to memorial benches. Landscaping shall not be installed around donated benches.

Maintenance: Donated memorial benches become City property. Donations made prior to the adoption of this policy are to be maintained by the City during their life spans.

4. STANDARDS FOR NEW DONATIONS

Definition of New Donations: New donations are those made after the adoption of this policy.

Acquisition and Purchase: The City and the community have an interest in ensuring that memorial benches purchased and installed be of high quality related to style, appearance,

durability, and ease of maintenance. City staff will be responsible for the purchase and installation of all memorial benches.

Appearance and Aesthetics: The City and the community have an interest in ensuring the best appearance of their public parks and trails. Memorial benches and their associated donation acknowledgements shall reflect the character of the park or trail, adhere to existing City standards, and match existing site furnishings. All memorial benches will be installed in a manner that will not substantially change the character of a park or trail and its intended use.

Maintenance: Donated memorial benches and their associated donation acknowledgements become City property. Accordingly, the City has the duty to maintain the donation for the expected life cycle of the bench.

Repair: Memorial benches must be of high quality to ensure a long life and must be resistant to the elements, wear and tear, and to acts of vandalism. Repair parts and materials must be readily available.

Cost: The City has an interest in ensuring that the donor covers the cost of the purchase, installation, and maintenance of the donated memorial bench. The City will detail all costs for donation and installation.

5. PROCEDURE FOR MAKING A DONATION

The City will manage all memorial bench donations on City park and trail property.

Application: The donor must contact the Library and Recreation Department to determine whether a donation may be accepted based upon the criteria contained in this policy. If a donation can be accepted, the donor will complete an application form (Appendix A). Applications are available through the City website or in person at the Library and Recreation Department. Completed applications and payment will be reviewed and processed by the Library and Recreation Department.

6. CRITERIA FOR ACCEPTANCE

Bench Map: To accept a memorial bench donation, the bench must be listed as available on the Memorial Bench Map on the City website.

Donation Acknowledgements / Memorial Plaques: Memorial plaques are available for donated benches. Plaques, as approved by the City, shall be directly affixed to the bench and purchased through the City. Plaques will be a standard size to fit the specifications of the bench being installed, in a material established by the City of Pleasanton. The Library and Recreation Department will review all plaque text and will purchase plaques from a City-approved vendor to ensure quality, longevity, and durability.

Notification: These criteria apply to both existing and new donations. It is the responsibility of the donor to provide the Library and Recreation Department with a current mailing address for notification purposes. The City will attempt to send a certified letter to the donor notifying them of changes related to the status of their donation, including any need to remove, relocate, or comply with conditions of this policy.

7. CONDITIONS

Installation: Installation of donated memorial benches, including donor acknowledgement plaques, will be completed by the City at a time and date determined by the City staff so as not to unnecessarily interfere with routine park maintenance activities.

Ownership: Donated benches become City property at the time of purchase.

Removal and/or Relocation: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated memorial benches and their associated plaques when they interfere with site safety, maintenance, or construction activities. The City will attempt to contact each identifiable donor notifying them of any such action. In emergency or safety situations, notification may occur after the action is taken. In the event a bench must be permanently removed, the City will seek an alternative location consistent with this policy.

8. MAINTENANCE AND REPAIR

The long-term care and maintenance of donated memorial benches is important to both the donor and the City.

Life-Cycle Care: Maintenance and repair during the scheduled 15-year life cycle of a donated memorial bench will be the responsibility of the City. At the end of the life-cycle term, the City may choose to extend the term or remove the bench.

Approval Date: 9/15/2026

Attachments:

Appendix A: Memorial Bench Donation Application and Fee

Recreation Office:
400 Old Bernal Ave. Pleasanton, CA 94566
(925) 931-5340
recreation@cityofpleasantonca.gov
www.cityofpleasantonca.gov/

City of Pleasanton
Memorial Bench Donation Application

(TO BE COMPLETED BY APPLICANT, PLEASE PRINT LEGIBLY)

APPLICANT INFORMATION:

Name of Donor	
Address of Donor	
Home Phone	Cell Phone
Email Address	

DONATION INFORMATION:

Location of Donation	
Alternate Location	
Wording on Memorial Acknowledgment	
Approved Location	
Donation Payment Method ☐ Cash ☐ Check ☐ Credit/Debit Card	

MEMORIAL BENCH DONATION FEE SCHEDULE	
DONATION TYPE	**INSTALLATION COST**
Park Bench	$5,000.00

I HAVE READ AND AGREED TO THE TERMS OF THE MEMORIAL AND DONATION POLICY

Requested By	Date

(TO BE COMPLETED BY CITY STAFF)

Reviewed and Approved by:

Parks Department	Date
Library and Recreation Department	Date