

Memorial Park Benches

The memorial park bench program has been in place for a number of years. As such, there are areas, like Lake Sacajawea Park, where all the park bench spaces have been claimed. The Parks Maintenance staff have pre-identified areas that could benefit from a park bench at 7th Avenue Park, Windemere Park, Archie Anderson Park, Hoehne Park, Altrusa Park and Gerhart Gardens' dog park. If you have a different park or trail in mind, let us know and we can see if there is a need or the space for a bench there.

Steps:

1. Complete an application requesting a bench.
2. Application is reviewed and if location has space for a bench then it is approved by Parks Manager and/or Parks Advisory Board.
3. After receiving approval, pay \$1,700 for the bench, bench pad and labor to install and maintain the bench. Payment options include:
 - a. *By mail:* Check payable to City of Longview and mailed to the Parks & Recreation Department at 2920 Douglas St, Longview, WA 98632.
 - b. *In person:* Cash, check, or credit/debit card paid at the Recreation Office located at 2920 Douglas St, Longview. This office is open Monday-Friday from 11am to 5pm.
 - c. *By phone:* Credit/debit card payment can be made by calling 360.442.5400 Monday-Friday between 11am to 5pm.
4. After payment is received, the bench will be ordered and usually takes 6-8 weeks for the bench to be delivery.
5. Included with the memorial bench is a 4" x 6" mounted plaque that can be engraved. Desired wording will require approval by Parks Manager and/or Advisory Board.
6. After plaque wording is approved, the applicant can pick up the plaque and get it engraved.
7. When the bench and the plaque are received by the Parks Dept the bench will be installed when weather allows.

Contact Kristi Ruhland, Parks and Urban Forestry Administrative Assistant, with any questions at 360.442.5421 or kristi.ruhland@ci.longview.wa.us.

Memorial Park Bench Application



To apply for a memorial bench, please complete the information below. After we receive the application, a Park's representative will contact you to finalize details. The order time for benches is approximately 6-8 weeks. Once the bench arrives, the Parks Department will arrange installation which can take up to 3 weeks depending on weather and staff availability.

Agreement:

- Purchase of any memorial in no way constitutes personal ownership.
- Placement is not guaranteed and the City of Longview reserves the right to relocate the memorial if necessary.
- If the gift becomes a hazard/liability or if the donor does not fulfill the approved terms of acceptance, the memorial may be removed and/or relocated.
- Any memorial/dedication request is at the discretion of the governing body and subject to adjustment if necessary.
- All language used on the plaque is subject to City approval.
 - Plaque text shall be limited to the name of donor and/or person being honored, and year of donation. "Donated by the friends and family of (Name) (Year)" is recommended"
 - The use of words "In memory of" or use of birth and death dates are not permitted. The words "In honor of" may be used.
 - Educational and/or historical information related to the park or the amenity can be included in the plaque if it will enhance the value to the public.

My signature below indicates that I have read this document in its entirety, and understand the regulations for memorial gifts. I hereby attest that the information presented below is accurate.

Name: _____

Phone: _____ Email: _____

Requested Bench Location: _____

Requested Plaque Inscription: _____

Completed application can be emailed to parks@mylongview.com or mailed to 706 30th Ave, Longview, WA 98632.

For Office Use Only:

Date of Payment: _____

Received By: _____