

## Introduction

This policy serves to facilitate communication to assure your satisfaction as a donor as well as maintain the desired function and image of the Oak Lawn Park District. We appreciate your consideration for supporting the Park District with a memorial bench or tree that will allow you to remember someone special, while benefiting visitors for years to come.

## Memorial Benches

Your donation covers the purchase and installation of a bench plus engraving on middle slat, up to 50 characters. It also provides funds to maintain the bench and the beauty of the area surrounding the bench. Thank you in advance for your support.

- The cost of the bench is \$2,000.
  - Benches are a recycled composite material.
  - Benches are 72" in length.



- Bench slat option is available for a limited number of benches already placed in a park. See registration form for details.
- The Superintendent of Parks determines the final location of any new bench; however, locations may be suggested by the donor.
- Depending on weather conditions and time of the year, benches may take several months to be installed.
- No installations can occur during the winter months. The typical installation schedule for benches is as follows:

Request Date	Installation Timeframe
January 1 - June 30	Fall
July 1 - December 31	Spring

- Memorial installations are scheduled and completed by Park District staff based on weather, site conditions, and operational schedules. While donors are welcome to visit the memorial once installation is complete, attendance during the installation itself is not permitted.

## Lifespan of your memorial

- Your donation ensures acknowledgement for a period of 15 years.
  - The Park District will repair or replace benches that are damaged or destroyed during this period.
  - As the Park District develops, it may be necessary to relocate or change the style of the bench. Every effort will be made to contact the donor with information impacting the donation. If needed the Superintendent of Parks will work with the donor to select a new location.

## Memorial Trees

The Oak Lawn Park District Memorial Tree program provides residents the opportunity to purchase a tree in memory of a loved one or to honor a special occasion. Your participation in the Memorial Tree program will not only provide a lasting memory but will also help to beautify our parks. Your donation provides for the purchase, planting, and early care of tree (see Lifespan of your Memorial Tree).

- The cost of the tree is 450.00.
- A certificate will be provided to the purchaser as a remembrance for the Tree Memorial.
- Tree installations occur in the spring and fall. Although we will make every effort to honor installation timelines and tree selections, please note that working with live plants and the weather may bring unforeseen changes to our schedule. The typical installation schedule for trees is as follows:

Request Date	Installation Timeframe
January 1 - June 30	Fall
July 1 - December 31	Spring

- Memorial installations are scheduled and completed by Park District staff based on weather, site conditions, and operational schedules. While donors are welcome to visit the memorial once installation is complete, attendance during the installation itself is not permitted.
- Tree Selection: We have a plan that leads to a diverse collection of trees across the Park District. We will make every effort to meet your request while at the same time, meeting the goals of the Park District.
  - Kentucky Coffee
  - Hackberry
  - Norway Spruce
  - Red Oak
  - Bur Oak
  - Redbud
  - White Pine
  - Swamp White Oak
  - Spring Snow Crab
  - Bald Cypress
  - Maple
  - Linden
  - Douglas Fir
  - Tulip Tree
- The Superintendent of Parks and the Landscape Manager will determine the final location and tree species; however, locations and tree selection can be suggested by the donor.

## Lifespan of your Memorial Tree

- The lifespan of your memorial tree is 10 years. During the first five years, if the condition of the tree does not meet the Park District standards due to disease or weather-related damage, we will replace the tree during the next planting season.
- If changes to design results in the elimination or transplanting of the tree, the donor will be informed and will be consulted for new placement or species.



# Memorial Bench & Tree Registration

## Memorial Benches

### Please Check Your Selection

- Memorial Bench 72" \$2,000.00 (includes one line of engraving up to 50 letters/spaces)  
Engraving on an 2nd slat would be an additional \$350

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- Bench slat for a bench currently in a park \$650.00 per slat (includes one line of engraving up to 50 letters/spaces)  
**Bench availability is limited**

Requested park \_\_\_\_\_

Requested engraving on slat(s) \_\_\_\_\_

## Memorial Trees

### Tree Variety

Memorial trees can be requested from the "Tree Variety" list provided on the information sheet. The Park District may assist in choosing an appropriate tree for the location requested.

### Please Check Your Selection

- Memorial Tree Planting \$450.00 (donor is presented with a certificate acknowledging their donation)

Requested tree \_\_\_\_\_

Requested park \_\_\_\_\_

In Honor of / In Memory of (FOR CERTIFICATE ONLY) \_\_\_\_\_

## Contact Information

Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

I understand that there is a lifespan (see information sheet) for the Memorial Bench and/or Memorial Tree that I have chosen. I understand that if changes to park design results in the elimination of the Memorial tree or bench or relocation of the Memorial tree or bench, the Park District will make every effort to contact the donor regarding replacement if within the stated lifespan of Memorial Bench or Memorial Tree.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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