



IOWA STATE PARKS, RECREATION AREAS, AND STATE FORESTS
MEMORIAL BENCH PROGRAM

Terms and Agreement

1. Memorial benches will be maintained by the DNR for a period not to exceed ten years from the date of installation. Maintenance will include and be limited to cleaning, minor repairs, and re-staining.
2. DNR will not be held responsible for loss or damage to the bench including but not limited to theft, vandalism, or weather.
3. DNR is responsible for the selection of the type of bench to be used. There is one option available for secured benches and one option for moveable benches. Every effort will be made to accommodate the sponsor's choice of location. If the location of choice is not available, the donor may withdraw the donation request.
4. ALL memorial recognition will be done using a recognition plaque adhered to the bench. Recognition plaques will be purchased from the bench manufacturer using DNR selected colors and standards. Plaques will not include photos, dates, or quotes. Please refer to the memorial bench request form regarding text options for plaques including color.
5. Donors are responsible for all costs associated with the purchase of the bench including the recognition plaque. In addition, donor will also be responsible for the cost of any concrete pad which may be required and any labor if using a contractor to install. Park staff are responsible for placing order or working with the donor on the order to ensure standards are met. Currently, there are two options for payment:
 - a. Donor gives check to DNR for donation and DNR places the order. In this case, an expense reduction would occur. The donor will give the check to local DNR staff. The donor must note on the check that it is for a bench purchase (not a general donation). Park staff will note what accounting string they are purchasing the bench with when sending in the donation.
 - b. Donor purchases and pays for donation directly to the vendor. Once the donor receives the materials, then it can be donated to DNR.
 - c. If the donation includes concrete, local DNR staff should discuss with appropriate DNR finance staff regarding the procurement and the total cost of the donation in the event it exceeds \$5,000. This is necessary to address the potential for depreciation of the asset.
6. No work will commence until all project approvals have been obtained and all materials have been purchased.
7. If a bench is vandalized or lost it may be repaired or replaced. The donor will be notified and may elect to replace or repair the bench at their expense. There is no obligation on the part of the DNR or the donor to repair a bench that was damaged caused by theft, vandalism, or weather. The installation fees may be waived at the discretion of the DNR.
8. Reasonable efforts will be made by the DNR to accommodate the donor's wish for the timing of an installation. However, due to consideration regarding special events, weather, staff scheduling, or other unknown activities that may occur at the site, bench installation dates will not be guaranteed.
9. Landscaping and placement of objects, including but not limited to, flowers (real or artificial), lights, and flags by donor or other park visitors is prohibited at the bench location.
10. In the tenth year following the bench installation, the donor may contact the DNR should he/she wish to extend the term of the memorial sponsorship for an additional ten years. The DNR at its sole discretion, will assess the condition of the bench and determine if a ten-year term is feasible. If an additional ten-year term is not feasible, the donor may elect to submit a new application for a new bench. If an additional ten-year term is feasible, the term may be extended an additional ten years at no cost to the sponsor by submitting an updated signed policy.

agreement. If the sponsor does not contact the DNR to extend the term of the memorial bench, the DNR, at its sole discretion, may remove or relocate the bench.

11. Within the term of the agreement and any extensions, the DNR reserves the right to relocate any and all benches at any time should such action be necessary, including but not limited, to property development, vandalism, or interference with park/forest operations. The DNR will make a reasonable effort to contact the donor should relocation of a bench be required.

12. All decisions of the DNR with regards to this memorial bench program will be final.

I have read the Memorial Bench Program Terms and Agreement thoroughly and understand all terms and conditions. My signature below constitutes my acceptance to all of the terms and conditions set forth herein.

Signature

Date

Printed Name

IOWA STATE PARKS, RECREATION AREAS AND STATE FORESTS
MEMORIAL BENCH FORM

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-Mail: _____

Park, Forest, Rec Area Name: _____

Preferred Location:* _____

*DNR reserves the right to determine final placement of donation

Please check the appropriate box indicating desired wording on plaque.

IN HONOR OF

DEDICATED TO

DONATED BY

Please specify the person(s) or organization in whose memory/honor donation is being made. (Note, lengthy names may result in a smaller font being used.)

FOR STAFF USE ONLY

Application Type: New Renewal

Date 10-year Term Begins: _____

Installation by: Donor DNR Staff Contractor

Archaeological Clearance Needed: Yes No

Sovereign Lands Permit Needed: Yes No

Date Donation Submitted for NRC Approval: _____

ORDER INFORMATION

Pilot Rock Surface Mount (Black frame)

Pilot Rock Embedded Post (Black frame)

Heart Redwood Bench – 6’ (WRB)

Heartwood Redwood Bench – 6’ (WRB)

Cedar Recycled Plastic Bench – 6’ (WRB)

Cedar Recycled Plastic Bench – 6’ (WRB)

Anchor Kit (ANC1-4)

Acrylic Laminate Plaque (black/gold text)

Acrylic Laminate Plaque (black/gold text)

Cast Metal Plaque (black/bronze text)

Cast Metal Plaque (black/bronze text)

Plastic Recycling of Iowa Falls, Inc. Malibu Bench Cedar w/black legs– 6’

3” x 5” Plaque (gold/black text)

Bench Cost: _____

Plaque Cost: _____

Concrete Cost: _____

Other Costs: _____

TOTAL DONATION AMOUNT: _____

2022 MEMORIAL BENCH OPTIONS

1. Pilot Rock – Contour Park Bench – Multi-pedestal – WRB Series

6' Construction Heart Redwood w/black frame – surface mount or embedded post



6' Cedar Colored Recycled Plastic w/black frame – surface mount or embedded post



PLAQUE OPTIONS:

Acrylic Laminate Plaque (2 ½" x 11 ¾")
Black background with gold text



Image is to show color option only

Cast Metal Plaque – rectangular (2 ½" x 11 ¾")
Black background with bronze text



Image is to show color option only



OPTIONAL: Armrest (Model Ar-4)
Heart Redwood w/black frame
Cedar Recycled Plastic w/black frame

2. Plastic Recycling of Iowa Falls, Inc.

6' Malibu Recycled Plastic Bench, Cedar Color w/black legs - moveable



PLAQUE OPTION:

3" x 5" gold plaque with black text (image is to show color option only)



OPTIONAL: Armrest – Cedar Color w/black frame

