



Tribute Bench Rules and Regulations

Process: Members of the public may request a memorial or honor tribute bench by completing and submitting a Bench Application Form to the Greensboro Parks Foundation.

Applicants may request a bench in a specific park, trail, or lake facility. Greensboro Parks Foundation staff will evaluate location requests in conjunction with appropriate Parks and Recreation facilities staff to determine if the requested location is suitable for either adopting an existing tribute bench or installation of a new one. If the requested location is not suitable, staff will suggest alternative appropriate locations. Donors will be able to either adopt an existing bench or provide for installation of a new bench in a developed park, trail, or lake facility where there is none, and a need exists. Staff will work with the applicant to select a final location, secure plaque wording, and confirm understanding of the longevity of the bench dedication term. Greensboro Parks Foundation reserves the right of full editorial control over content, appearance and wording on bench plaques.

Tribute benches will remain in place for the duration of the adoption period of ten (10) years from the date of installation. If a plaque is placed in recognition on the bench, the plaque will remain for the ten (10) year adoption period as well. At the end of the adoption period, every effort will be made to contact the original donor to re-adopt the tribute bench. If the donor does not want to re-adopt the bench, then it will be made available for adoption to the public, and, if applicable, the plaque will be removed and held for pickup for ninety (90) days, upon which time the plaque will be disposed and the bench will be made available for adoption to the public.

Content: Greensboro Parks Foundation retains ultimate approval authority over the appropriateness of any inscription. Content must NOT include depictions, words or phrases that are reasonably deemed to be harmful or otherwise developmentally inappropriate for the purpose of communication with or public display to children. Examples of depictions, words, or phrases that may be rejected under this policy are as follows:

- Sexually suggestive, promote nudity or partial nudity, profanity, lewdness or characterizations of such including products, activities, or materials;
- Promotion of unlawful discrimination on the basis of race, ethnicity; religion, or any other classification protected by law;
- Connotations of inappropriate violence or intimidation;
- Relating to events, activities, or behaviors that are criminal or otherwise violate law;
- Promotion in any form of illegal drugs, drug use, paraphernalia, alcohol or glorification of such products, activities, or materials;
- Promotion of issues, candidates, campaigns, or organizations of a political, social, or religious nature;
- Promotion of tobacco products or activities associated with tobacco products; or

- Promotion of activities or products that are reasonably determined to be detrimental to the public health or safety.

Specifications: Tribute bench options (design, color, material, inscription, etc.) shall be strictly limited to those pre-determined by Greensboro Parks and Recreation. Greensboro Parks and Recreation holds ultimate ownership of all benches and it is prohibited for donors to decorate, personalize, or add adornment to any memorial or honor bench. Special maintenance requests will not be granted except in cases of safety concerns, damage, or vandalism.

Relocation: Greensboro Parks and Recreation reserves the right to relocate, remove, or replace a tribute bench with a comparable product due to safety concerns, capital construction, landscape redesign, or other extenuating circumstances. If the need arises to relocate, remove, or replace a bench during the adoption period, Greensboro Parks Foundation staff will make every effort to notify the donor prior to re-location, removal, or replacement.

Vandalism or Theft: If a tribute bench is vandalized, stolen, or fails as a result of environmental conditions within the adoption period, Greensboro Parks and Recreation staff will make every effort to repair the bench. If the bench cannot be repaired, Greensboro Parks and Recreation may remove, replace, and/or re-locate the bench. During the adoption period, if repairs cannot be made, Greensboro Parks Foundation will provide one replacement tribute bench at no cost to the donor. The foundation will attempt to replace the bench with the same product model; however, the foundation reserves the right to install an alternate design.

If a plaque is placed in recognition on the tribute bench, the plaque will remain for the adoption period. If a plaque is vandalized, stolen, or fails as a result of environmental conditions within the adoption period, Greensboro Parks Foundation will provide one replacement plaque at no cost to the donor.

Fees and Charges: Cost for adoption is based on the actual cost of the tribute bench, installation, plaque, maintenance, and future repair and/or replacement costs. Total costs are variable and are subject to change based on market cost for labor and supplies, and will be reviewed and adjusted at a minimum annually.

Participation in the Tribute Bench Program requires the adoption fee to be paid in full by the donor within ten (10) business days of the application approval. The adoption fee will cover the cost of installation and maintenance and when applicable, the purchase, inscription, and installation of a commemorative plaque.

Payment:

For payment by credit card, please e-mail Greensboro Parks Foundation at benches@greensboro-nc.gov.

Check payments, payable to Greensboro Parks Foundation, may be mailed to:

Greensboro Parks Foundation
301 S. Greene St., Suite 300
Greensboro, NC 27401