

Glenwood Park Memorials and Commemorations

Tree, Park Bench and Picnic Table Information and Policy

The City of Glenwood welcomes the donation of trees, park benches or picnic tables which will grace our parks for decades and provide an opportunity to honor a special person or persons.

Donation of Trees: The donation of a tree is one way to add beauty to our parks as well as honoring a person or persons. The Park Superintendent will work with you to select a tree and a location that will be suited for our climate. The donor(s) will need to contribute the cost of the tree and its installation to the City of Glenwood prior to the Park Superintendent ordering the tree.

Tree Options: Either a shade tree or evergreen.

Tree is guaranteed, by the vendor, for one year after planting.

Trees will only be planted in the spring or in the fall.

To ensure growing conditions, tree planting will be supervised by park staff. Donor will be notified of the date and time of the planting.

No markers or signs will be placed at the planting site.

The watering of the tree for the first year will be shared by staff and donor.

Donation of Park Benches or Picnic Tables: The Park Superintendent will place these items in various shelters or along park sidewalks for the use of park visitors. These items are made of steel covered with various colored coatings from a preferred vendor. There will be a plaque mounted on the table identifying the person(s) being honored. The donor will select the inscription with the text limited to name(s) and dates (in memory of Mom, Dad, Grandpa, Grandma, parents, etc.)

Donor will need to make payment for the bench and concrete to the City of Glenwood prior to Park Superintendent ordering the bench, while the park employees will do the installation. If replacing an existing bench, the plaque will be removed for the family.

Donor will need to make payment for the picnic table and plaque to the City of Glenwood prior to the City Park Superintendent ordering the picnic table.

Donors are asked to complete the necessary paperwork for their donation and submit to the Park Superintendent or to City Hall staff. The Park Board will review all donation requests at their monthly meeting.

Provided to DONORS: A certificate commemorating the donation with a letter documenting your donation for tax deduction.

At the time of installation of tree, bench or table; those items become the property of the City of Glenwood and if at such time they need to be moved, removed or cut down, the City reserves the right to do so.

