

## **Glenwood Park Memorials and Commemorations**

### **Tree and Park Bench Information and Policy**

The City of Glenwood welcomes the donation of trees or park benches, 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 donors.

**Current Wooden Benches:** Once removed, the wooden benches will be available for family members or loved ones to pick up. Donors will have 30 days to make reasonable arrangements after notice has been issued. Notice will be placed in the Opinion Tribune, [www.cityofglenwood.org](http://www.cityofglenwood.org), and our Facebook page. If a new metal bench is purchased to replace a current wooden bench, the donor may work with the Park Superintendent on the placement of the new bench, i.e. in the same spot as the wooden bench.

**Donation of Park Benches:** The Park Superintendent will place these benches 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 an engraving on the bench 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.)

Donors 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.

Donors are asked to complete the necessary paperwork for their donation and submit to the Park Superintendent or to City Hall staff.

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

At the time of installation of a tree or bench; those items become the property of the City of Glenwood. As of September 15, 2022, City Hall shall maintain an inventory, date, and listing of all existing memorial benches that have been installed. It shall be the responsibility of the donor to provide the City Hall with a current address for purposes of notification regarding donations. Should a bench outlive its useful life (the condition warrants removal and/or replacement), the City will send a letter to the donor of changes related to the status of the donation, such as a need to remove, relocate or comply with other conditions set forth in this policy. It is incumbent upon the donor or their heirs to update the city of any change of address. If there is no updated information, the City of Glenwood is authorized to make a determination of action at will.

For more information, please contact City Hall - (712) 527-4717

Approved 9.15.2022

# Memorials and Commemorations

## Tree and Bench Agreement

**Donor name:** \_\_\_\_\_

**Donor Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Type of memorial:** \_\_\_\_\_ **Tree** \_\_\_\_\_ **Park Bench**

**Type of Tree:** \_\_\_\_\_ **Shade** \_\_\_\_\_ **Evergreen**

**Specific Name of Tree:** \_\_\_\_\_

**Park Bench Color:** \_\_\_\_\_ **Desert Tan** \_\_\_\_\_ **Burgundy**

\_\_\_\_\_ **Evergreen** \_\_\_\_\_ **Chocolate Brown**

**Bench Text:** \_\_\_\_\_  
\_\_\_\_\_

**Cost of tree** \$ \_\_\_\_\_

**Cost of bench & concrete (market price)** \$ \_\_\_\_\_

**Total due to City prior to the order of the memorial** \$ \_\_\_\_\_

**By Signing this document you agree to the terms and conditions stated in the attached policy.**

**Donor signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_