



MEMORIAL TREE AND PARK BENCH DONATION POLICY/APPLICATION

It is the policy of the Paducah Parks and Recreation Department to accept donations for the purpose of planting trees and installing benches within City Parks to memorialize a departed family member or friend, or to commemorate a special occasion. All donations shall be in compliance with the following:

- A. Donations for memorials will be accepted only for the purpose of purchasing and planting of trees, and for purchasing and installing park benches approved by the City.
- B. Memorials shall be self-supporting, e.g., all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary.
- C. Any tree that is mutually agreed upon by the donor and City staff is acceptable.
- D. Memorial tree(s) and bench(s) are permitted at any park, provided that the Parks and Recreation Director or his designee authorizes the location in the chosen park.
- E. Memorial tree(s) and bench(s) are permitted to memorialize a departed family member or friend or, at the discretion of the Parks and Recreation Director, to commemorate a special event.
- F. Memorial tree donations will be recognized with the installation of a name plate on the memorial plaque displayed in the Paducah Parks building.
- G. Memorial bench donations will be recognized by placing a recognition plaque with the name(s) of the person(s) the donor is recognizing in a designated place on the bench. This marker will be a non-corrosive metal plate of specific design purchased at the donor's expense. Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, with plaque language approved by the Parks and Recreation Director. The City will provide residents with a list of accepted park benches for memorial use. This list shall include a description of each bench and color photo. Paducah Parks and Recreation may add or subtract bench or tree selections, as it deems necessary.
- H. A ceremony or gathering at the time of a tree planting or bench placement is permitted, but must be arranged in advance with the City of Paducah staff. All new trees will be annually recognized at the City's Arbor Day Celebration.
- I. The City does not guarantee tree survivability.
- J. City staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialized, and type of tree/bench and location.

Trees Specific Information

- No marker or signage allowed on the tree itself.
- Donor, with approval and guidance of City staff, selects park and type of tree from an approved list – Location of tree, within Park or Boulevard, determined by City of Paducah Parks staff.
- Size of tree to conform to City standard for new tree plantings (1.5" caliper for deciduous trees of 6' tall for conifer trees).

- Tree to be planted during normal business hours (8:00 a.m. – 4:30 p.m. M – F).
- Plastic tree guard provided for young trees (included in donation cost).
- Costs incurred by donor: total purchase cost of tree, including shipping.
- Costs incurred by City: planting of tree (labor and equipment).
- Certificate commemorating donation to be given to donor.
- Contract completed with prepayment before tree is ordered (in full); tree planting will be coordinated with the donor after the arrival of the tree.

Benches

- Installation time will be coordinated with Paducah Parks and Recreation.
- Donor, with the approval and guidance of City staff, selects park
The Paducah Parks and Recreation Department will provide a list of available locations to the donor.
- Costs incurred by donor: total bench and plaque purchase costs (including shipping).
- Costs incurred by City: installation of bench (labor and equipment).
- Contract completed with prepayment before bench is ordered.
- Certificate commemorating donation to be given to donor.
- 50-letter maximum for dedication on a decorative metal plaque.

Process

1. Complete and return application.
2. Application is checked then approved or denied.
3. Payment in full is required if application is approved.
4. Installation is scheduled.

* Prices may vary. Please contact the Paducah Parks and Recreation Department for estimates.

We thank you for inquiring about a remembrance in the form of a Memorial Tree or Park Bench.

We are grateful you are considering a donation to the Paducah Parks and Recreation.

Many people have found our tree and bench program to be a wonderful way to convey their thoughts and appreciation for someone they care about.

If you choose to pursue this gesture, we will make every effort to accommodate your wishes and will work with you in the placement of your donation.

Please do not hesitate to contact us regarding any questions you may have about this program.

It is our privilege to serve you.

You or your designated donor will be contacted upon receipt of application.

Paducah Parks and Recreation
Memorial Tree & Bench Application

Donor Name: _____

Donor Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Name of person honored by memorial: _____

Type of memorial: Tree Bench

- If tree, preference: _____
- Requested Park: _____

***Prices may vary. Please call Paducah Parks & Recreation for pricing.**

Memorial ceremony requested at tree planting/bench placement: Yes No

Preferred date and time of memorial installation: _____
(Weekdays only between 8am-4:30pm)

Memorial Inscription to Read (must be 50 characters/letters or less over 5 lines):

Donor Signature: _____ Date: _____

City Staff Signature: _____ Date: _____

Please mail completed form to:

**Paducah Parks and Recreation
1400 HC Mathis Drive
Paducah, KY 42001**