



**Elizabeth Park**  
CONSERVANCY

**Bench Dedication Program Policy**

*(Please read before signing on the reverse)*

The donation to dedicate a bench located in the Rose Garden is \$5,000.

The donation to dedicate a bench located outside the Rose Garden is \$2,500.



1. This policy is designed to enable residents and park users to support the Elizabeth Park Conservancy (the “Conservancy”) through a tax-deductible contribution. Contributions may be acknowledged by a bench plaque, if desired. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular bench.
2. Dedication applications will be accepted throughout the year. Once payment is received, the Conservancy will order the dedication plaque, which usually takes about four to six weeks to receive from the sign company. Due to the unpredictability of weather and staffing demands, we cannot guarantee a specific installation date.
3. Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated above. These amounts are adjusted periodically.
4. A donation period will last 10 years. Within this time, the Conservancy will replace, at no cost to the donor, a bench dedication plaque one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through the Conservancy.
5. After 10 years, the dedicated bench will be available for renewal for a cost with the right of first refusal given to the original donor. If the original donor opts not to renew within 21 days of contact by the Conservancy, the bench dedication plaque may be removed and the bench re-dedicated at any time. The donor has the obligation to update the Conservancy on any change of address so that such contact can be made.
6. The Conservancy retains the right to relocate a dedicated bench and the attached plaque at any time. If a bench needs to be relocated, the Conservancy will attempt to contact the donor to discuss alternative locations; the Conservancy will make the final determination.
7. Donors may request a specific bench location, but the Conservancy will make the final determination.
8. A maximum of three lines of text and 30 characters per line is permitted on the bench-mounted plaques. Text is subject to the approval of the Conservancy staff.
9. The dedication plaque is not intended to serve as a memorial marker; birth and/or death dates are not permitted. Messages should be simple statements recalling the event or person(s) recognized.
10. No logos of any kind are permitted on plaques.
11. Only bench donations are covered by this policy. A donor requesting any other donation, dedication, or memorial must apply to the Conservancy.

**–End of Policy–**

# Elizabeth Park Conservancy

## Bench Dedication Form

If you have any questions regarding the Dedication Program, please call the Conservancy at (860) 231-9443 ext. 101.  
All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

**1. Applicant Information**

Donor Name(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**2. Dedication Type** *(Please indicate the dedication type)*     Existing Dedication Renewal     New Dedication

**3. Desired Location** *(If you have a specific existing bench in mind, please list the number)* \_\_\_\_\_

**4. Donation Amount** *(Please see the reverse side for the current donation levels)* \$ \_\_\_\_\_

**5. Proposed Text for Plaque** *(Maximum of 90 characters for bench plaques – reviewed for appropriateness and subject to approval)*

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
LINE 1																															
LINE 2																															
LINE 3																															

**6. Payment:** The Elizabeth Park Conservancy is a tax-exempt charitable organization. Donations to the Conservancy are tax deductible. Please make your **check** payable to: “Elizabeth Park Conservancy”.

**7. Please return this form and your payment to:**

Elizabeth Park Conservancy  
1561 Asylum Avenue  
West Hartford, CT 06117

**8. I have read, fully understand, and agree to abide by the Bench Donation Program Policy (on reverse)**

My signature below indicates that I have read this document in its entirety, and understand that:

- A. The Conservancy makes all final decisions, including but not limited to bench availability, bench location and bench style.
- B. All language used on recognition plaques is subject to approval.
- C. All dedicated benches are the property of the Elizabeth Park Conservancy and will be maintained according to Conservancy policies and priorities.
- D. At the end of the dedication period, the dedicated bench will be available for re-dedication with the right of first refusal given to the original donor.

Signature of Donor \_\_\_\_\_ Date \_\_\_\_\_

*For office use only*

Bench # \_\_\_\_\_

Activation Date \_\_\_\_\_

Expiration Date \_\_\_\_\_ Processor \_\_\_\_\_