



TO: Recreation and Park Commission
 THRU: Phil Arnold *PA*
 FROM: Deborah Learner *DL*
 DATE: November 16, 1994
 RE: Memorial Bench Policy - Proposed Amendments

Agenda Item Wording:

Memorial Bench Policy Proposed Amendments

Background/Description:

The Recreation and Park Commission's memorial bench policy is shown below. Proposed changes are in bold type. Changes address staff concern that placement of dedicated benches consider disabled access, harmonize with the park circulation patterns and ease maintenance demands.

13. Memorial Bench Policy Guidelines: The following guidelines are hereby provided for the administration, design, placement and maintenance of memorial benches within the parks, squares and playgrounds throughout San Francisco. Proposed memorials that might serve as benches, but are not a standard bench design, will be reviewed relative to the policy for major or memorial gifts.
- a. Consistency with Existing Policies and Master Plan and Department Goals: Memorial bench gift acceptance and placement should be in accordance with adopted policy and land use plans for parks for which master plans have been prepared (i.e., Golden Gate Park). Benches should be in keeping with general Recreation and Park Department goals for specific parks, and should enhance the chosen location in a way meaningful to park visitors.
 - b. Duration of Gift: The name recognition for the memorial bench would last through the life of the bench. Routine maintenance and repair of vandalized parts will sustain the normal life cycle of the bench (5 years). Donors will have an opportunity to renew their contribution, at replacement cost, after the five year period.
 - c. Contribution: Gift contributions for a memorial bench should be a minimum of \$3,000 as a donation which covers the purchase and installation of the bench and a **commemorative plaque**, routine maintenance and repair of the bench, administrative costs of the Memorial Bench Program and **provides a contribution** to a park maintenance endowment fund.

Contributions should be made to the Friends of Recreation and Parks Memorial Bench Fund. A portion of each contribution, equaling not more than 15% of the contribution, shall be held by the fund administrator in the "Memorial Bench Fund" for bench maintenance and repair. Not more than 10% of the total donation will be available to the park section where the bench is sited for routine maintenance. The balance of the contribution, after expenditures for bench purchase, plaque fabrication and installation, is to be deposited in a park maintenance endowment fund.

A bench sponsor's agreement will accompany each contribution specifying the conditions of the donation, including replacement costs should the bench or plaque be severely damaged.

- d. Administration: The Arboretum Society and the Zoological Society currently administer their own memorial bench programs. A Memorial Bench Program sponsored by the Friends of Recreation and Parks, modeled after the Memorial Tree Program, will assume responsibilities for coordinating and administering the Bench Program for all other park properties.

Administrative responsibilities will include working with donors and park staff in conducting the memorial bench program, maintaining a computerized data base of bench type and location, creation of a commemorative map, donor certification, and routine inspection and maintenance.

- e. Bench Design: The design criteria include: compatibility with existing park furniture as determined by Park Division, durability and low maintenance. Benches are typically 6 or 8 feet long. The Memorial Bench Program will establish standard designs approved by the Park Division. Color of new bench should match existing benches.

- f. Plaque Design: A standard bronze plaque measuring 5 inches high by 8 inches long, with a plain, raised border and classic (or Claredon) raised letters on a brown pebble background will be used for commemorative messages. The plaque size accommodates up to 100 characters, which could include the names of the person(s) honored and the donor and dates. Short messages should follow guidelines provided by staff. Plaques will be placed on the bench itself on either the back or seat of the bench.

1.06.

- g. Bench Location: Initially the Memorial Bench Program will focus on the Music Concourse in Golden Gate Park. New locations may be added at the discretion of the Superintendent of Parks. **Priority will be given to selection of handicapped accessible sites.**

The Memorial Bench Program should predetermine the locations within parks where new benches are planned or are appropriate, or where existing benches need replacement. Donors will be consulted for preference on the location of their gift bench. Bench donors will be given site maps showing the agreed upon location.

Patrons will be informed that their preferred bench location may need to change if the park plan is revised or if excessive vandalism occurs. Donors would be notified of any location change following installation. The Recreation and Park Department will reserve the right to resite or remove a memorial bench if it becomes a hazard or a liability.

- h. Bench Installation and Maintenance: Bench installation and maintenance will be supervised and performed by Recreation and Park staff and charged to the Friends Bench Fund. **The bench should be mounted on a hard surface pad compatible with surrounding paving. This will facilitate mowing and reduce the possibilities of erosion. As feasible, the pad should accommodate additional area for placement of a wheelchair.** The activity may be assisted by the Friends part-time staff or volunteers assigned to the Memorial Bench Program.

Source of Funds and Cost Estimate:

Contributions to the Friends of Recreation and Park Memorial Bench Program.

Recommendation:

Approve amendments as proposed.

People to Contact:

DL:ems

c: Mike Morlin
Donna Ernstson
Ron de Leon
Jim Cooney
Jon Huttinger
Jim Lucey
Dave DeGenova
Laura Youngdale
Park Section Supervisors
Area Supervisors