

For over forty years, this Commemorative Bench Program has been operated as a partnership between the Recreation and Park Department and the San Francisco Parks Alliance (and its predecessor organizations), and in order to ensure continued success, both organizations wish to update the approved program policy to reflect current program operations, guidelines and considerations.

Commemorative Bench Policy Guidelines: The following guidelines are hereby provided for the administration, design, placement and maintenance of commemorative benches within the parks, squares and playgrounds throughout San Francisco.

- a. Consistency with Existing Policies and Master Plan and Department Goals: Commemorative bench gift acceptance and placement should be in accordance with adopted Department policy generally, as well as specific policies and land use plans for parks 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. Program Administration: The San Francisco Parks Alliance (SFPA) will be the primary point of contact for Commemorative Bench Program donors, which includes working with prospective donors to select a location for a commemorative plaque, executing contracts with the donors, collecting the corresponding donation for the installation, and purchasing the plaque and other materials needed for installation. SFPA will work with the Department to ensure that desired plaque wording is consistent with the park code. In consultation with the Department, SFPA will also update donors on the status of the work to install their plaque and will inform them of completion of the work.

SFPA will maintain records of all bench donor contracts including, without limitation, contact information, plaque language, the date and location of installation, the dates the 10-year term for installation begins and ends, and records of any outreach to donors regarding renewal of contracts.

The Recreation and Park Department will be responsible for installing all plaques, identifying and confirming to the Parks Alliance locations where plaques and/or new benches may be installed, maintaining and refurbishing all commemorative benches as needed, and developing a database of existing bench locations, and possibly locations for the installation of new benches.

Certain Department partners including the San Francisco Botanical Garden Society, San Francisco Zoological Society, Nob Hill Association (Huntington Park), Maybeck Foundation (Palace of Fine Arts) and Francisco Park Conservancy (Francisco Park) operate bench programs on City properties run in partnership with the Department that benefit Department parks and programs. No plaques shall be installed in any of these properties under this Commemorative Bench Program. These separate partnerships shall be reviewed every two years and the Department may grant permission to other entities to operate separate bench programs.

- c. Contribution: Donors will receive a plaque if their contributions are \$6,000 or more, except if they are requesting a bench in the Golden Gate Park Music Concourse which will be set at \$10,000. This donation will cover the purchase and installation of the commemorative plaque, routine maintenance and repairs to the bench, administrative costs of the Commemorative Bench Program and provide support for park operations as well as San Francisco Parks Alliance operations.

The gift contribution amounts may be raised at a later date at the discretion of the Recreation and Park Department General Manager and CEO of the San Francisco Parks Alliance, in order to keep up with program costs and inflation. As of the approval of this policy, the Parties anticipate increasing requested gift contributions by \$1,000 two years after approval of this policy, and by an additional \$1,000 five years after approval of this policy.

Contributions will be made to the San Francisco Parks Alliance, Commemorative Bench Program. A portion of each contribution, equaling not more than 30% of the contribution, shall be held by the Parks Alliance in the "Parks Bench Maintenance Fund" for installation costs, bench maintenance and repair. 35% of the total donation will support San Francisco Parks Alliance operations. The remaining 35% will support Recreation and Park Department operations. This breakdown may be revised at a later date to account for program needs, at the discretion of the Recreation and Park Department General Manager and CEO of the San Francisco Parks Alliance.

A bench sponsor's agreement will accompany each contribution specifying the terms and conditions of the donation.

- d. Duration of gift: The commemorative plaque shall remain on the designated bench for a ten year term, which is estimated to be the approximate life cycle of a bench in a San Francisco park. The Department will be responsible for routine maintenance and repair of the bench during this ten year period, at no additional cost to the donor. Donors will have an opportunity to renew their contribution after the ten year period at the full cost of the bench program at the time of renewal. If the donor is not interested in renewing their contribution at that time, the bench may be made available to a new donor should one be interested in that location.
- e. Bench Design: Donors are encouraged to select commemorative benches that conform to one of the standard Recreation and Park Department designs. The color of Commemorative Benches should match existing park benches. Plaques may be installed in benches that are not a standard design, at the discretion of the Department, and such requests will be evaluated on a case by case basis. Other proposed Commemorative Bench sites, that might serve as benches, but are not a standard bench design such as picnic tables or seat walls, will be reviewed on a case by case basis, relative to this policy and the policy for major or memorial gifts, as applicable.

- f. Plaque Design: A standard bronze plaque measuring 4 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 the Department and adhere to the Park Code. Plaques may be placed on the bench itself on either the back or seat of the bench.

- g. Bench Location: Initially the Commemorative Bench Program will focus on the installation of plaques in existing park benches. These benches may be located in all parks throughout San Francisco, under Recreation and Park Department jurisdiction. The Department and the Parks Alliance may elect to add installation of new benches through the Commemorative Bench Program at a later date at their discretion.

The Commemorative Bench Program should predetermine the locations within parks where new benches are planned or are appropriate or where existing benches need replacement and/or refurbishment, to encourage prospective donors to select these locations. Donors will be consulted for preference on the locations of their commemorative bench. Bench donors will be given site maps showing the agreed upon location.

Donors will be informed that all benches are property of the Recreation and Park Department, and that the Department reserves the right to move and/or alter benches if the park design is revised, if excessive vandalism occurs, if the bench becomes a hazard or a liability, or for any other reason at its discretion. Donors will be notified of any location change following installation, and the Department and Parks Alliance will work with any impacted donor to relocate the bench to a location mutually agreed-upon, to the greatest degree feasible.

- h. Bench Installation and Maintenance: Bench installation and maintenance will be supervised and performed by Recreation and Park Department staff and materials will be charged to the Bench Maintenance Fund. Benches 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.