

# Radisson Community Association Commemorative Bench Policy

The purpose of this policy is to establish guidelines, standards and procedures regarding the dedication of a commemorative bench through the donation of such to the Radisson Community Association.

Donation of a Commemorative Bench will allow individuals and/or organizations the opportunity to do the following:

- To provide a symbol of love, respect, and remembrance in honor of a member or members of our community, living or deceased.
- Contribute to the beauty of the community.
- To provide the community with a useful resource for the pleasure of enjoying the beauty of our natural parks, trails, and common spaces.

Installation: Installation of a commemorative bench will be completed by RCA personnel or a designated contractor at a date and time determined by the RCA. The bench will be placed in the location to best serve the community while honoring the person to be remembered; effort will be made to honor particular placement as requested by the donor but cannot be guaranteed.

Maintenance: Maintenance of all Radisson Common Property is the responsibility of the RCA. Donated items become the property of RCA and, therefore, will be maintained by the RCA. Accordingly, the RCA has the duty to maintain the donation only for the expected life cycle of the donation, barring any acts of nature or other circumstances which might affect the life span of the donation. Replacement, restoration and/or relocation are at the discretion of the RCA.

The Radisson Community Association (RCA) wishes to encourage donations, while at the same time managing the aesthetic impacts and mitigating on-going maintenance costs. As such, the following have been approved for commemorative purposes.

## Commemorative Bench

- Bench style(s) will be pre-determined by RCA and is subject to change based on availability and costs.
- Donors will have two bench options\*
  - a bench with a back with an inscribed plaque
  - a flat bench without a back
- Upon review of donor's location request, the RCA will determine the best location for the bench installation, which may be a space not previously requested.
- Donor will be notified when installation is complete

\*Please note: Inscription is available only for benches with a back. These benches may be placed at any agreed upon location: ponds, tot-lots, pathways, etc. Placement for flat benches is limited to pathways.

The donor must submit a Commemorative Bench Dedication Request Form. If approved, payment in full, payable to Radisson Community Foundation must be received prior to material being ordered.

Record of dedications and donations will be reported at the Annual Meeting of the Radisson Community Foundation.

The guidelines established herein will apply to all dedications made after the effective date of this policy. This policy is subject to revision and amendment.

*All gifts, of any kind, become the property of RCA. Donations of physical property will not be accepted. Monetary donations for memorial items are tax deductible to the extent allowed by law.*



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## Commemorative Bench Dedication Request Form

Thank you for considering Radisson Community Association (RCA) for honoring your family or loved one.

The RCA wishes to encourage donations honoring or remembering Radisson members, while at the same time managing the aesthetic impacts and mitigating on-going maintenance costs. As such, the following have been approved for commemorative purposes.

Commemorative Park Bench - \$1,000      Location Request\* 1<sup>st</sup> Choice: \_\_\_\_\_  
Bench with a back      2<sup>nd</sup> Choice: \_\_\_\_\_

Plaque with inscription to be placed on back, visible from front

Please complete your choice of Inscription: (Limit of 4 lines of text, maximum of 25 characters per line. Subject to RCA Board approval)

In Memory Of... \_\_\_\_\_

In Honor Of... \_\_\_\_\_

Donated By... \_\_\_\_\_

Celebrating... \_\_\_\_\_

Commemorative Garden Bench - \$750      Location Request\* 1<sup>st</sup> Choice: \_\_\_\_\_  
Simple bench, no back      2<sup>nd</sup> Choice: \_\_\_\_\_  
Inscription not available

\*NOTE: Installation location must be approved by RCA Staff and RCA Board of Directors.

Please make check payable to Radisson Community Foundation. A portion of this donation may be tax deductible.

You (Donor) will be notified when installation is complete.

Donor Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: (C) \_\_\_\_\_ (H) \_\_\_\_\_ Email: \_\_\_\_\_

Radisson Member? Yes No

I would like to be notified in the event that replacement, restoration or relocation of this bench becomes necessary. *Please note:* It is the responsibility of the donor to keep contact information current with the RCA.

Dedication Name(s): \_\_\_\_\_ Address: \_\_\_\_\_

Nature of Dedication: \_\_\_\_\_

Years in Radisson: \_\_\_\_\_

RCA Use Only

rev. 04/2018

\_\_\_\_\_   
Date Received

\_\_\_\_\_   
Date Ordered

\_\_\_\_\_   
Date Installed

\_\_\_\_\_   
Location