



## MEMORIAL DONATION & GIFT PROGRAM POLICY

PARKS AND RECREATION DEPARTMENT 515 WEST BLVD, RAPID CITY, SD 57701 605.394.4175 FAX 605.394.5307

The purpose of this policy is to establish guidelines for the consistent decision-making process related to acceptance, placement and long-term maintenance of public requests for memorial donations in City-owned facilities, parks, natural areas and trail system.

Memorials and gifts have augmented Rapid City Parks and Recreation Department properties and facilities. These guidelines will provide the structure for sustainability and maintenance of site-appropriate amenities so as not to detract from the visual esthetics of the surrounding natural environment or place an undue burden on the City.

The protection of the natural environment is a high priority. To this end, the City's Parks and Recreation Department may limit memorials in order to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas and facilities will be preserved and not detract from a user's experience. Final decision on placement of memorials will be made by the Parks and Recreation Department. Memorials with a commercial appearance or corporate label will not be allowed.

All proposals will be evaluated by Parks and Recreation staff according to the following criteria:

- Placement of enhancements in the Parks and Recreation system must be compatible with existing development plans.
- The final decision as to location will be determined by the Parks and Recreation Department.
- Memorials shall not detract from or overpower the scenic or architectural values of the existing environment.
- All memorials will be constructed of materials that meet the design and maintenance considerations of the Parks and Recreation Department.
- Large scale memorial donations may be considered on a case-by-case basis as they relate to park planning and other city approval processes.
- Non-designated monetary memorial donations will be used to meet current needs of the Department as recommended by the Department Director.

### **Procedure**

Donor talks/meets with Department staff to share ideas and then submits a completed Memorial Donation & Gift Agreement Form to the Parks and Recreation Department. Suggested memorial items and associated costs are shown on the attached Memorial and Donation Options list.

Department staff will review and determine the appropriateness of the proposal as measured by the approval criteria. Department staff will notify the donor within 20 business days of the review decision, identifying any final conditions of approval.

With a positive review decision, Department staff will finalize the Memorial Donation & Gift Agreement Form between the City and donor and submit it to the Parks and Recreation Director for final approval.

The City does not guarantee permanency of the memorial. If a memorial must be removed or relocated, Department staff will attempt to notify the donor at the address shown on the completed Memorial Donation & Gift Agreement Form. The City takes no responsibility to replace stolen, vandalized or deteriorated memorials.

The Director's approval must be received before ordering and installation of the memorial may proceed. The City shall be responsible for installation of the item and maintenance for a period of ten years. Once installed the memorial becomes the property of the City of Rapid City.



Rapid City, South Dakota
Department of Parks and Recreation

MEMORIAL DONATION & GIFT AGREEMENT FORM

Name: \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

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

Suggested Park for Donation \_\_\_\_\_

Proposed Location \_\_\_\_\_

Description of Item to be placed:

Four horizontal lines for describing the item to be placed.

2 1/4" X 7" Zinc Plated Black and Silver Plaque: \_\_\_\_\_ YES \_\_\_\_\_ NO

Plaque Inscription:

Four horizontal lines for the plaque inscription.

Memorial gifts to the City of Rapid City are considered outright and unrestricted donations. The City of Rapid City does not guarantee permanency of the accepted donation. If a memorial must be removed or relocated Department staff will attempt to notify the donor at the address shown on this form. The donor declares to have read the Memorial Donation & Gift Program Policy and agrees with the conditions set forth in the policy.

\_\_\_\_\_ I have read and understand the donation policy.

Donor signature \_\_\_\_\_

Date \_\_\_\_\_

FOR OFFICE USE ONLY

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_
Parks & Rec Director \_\_\_\_\_ Date: \_\_\_\_\_
Donation Amount Paid: \_\_\_\_\_ Date: \_\_\_\_\_
Exact Location Verified: \_\_\_\_\_ Date: \_\_\_\_\_
Inscription Proof reviewed by Donor: \_\_\_\_\_ Date: \_\_\_\_\_

# Memorial Bench Options and Pricing

**Bohlman Quality Products**

**Bolhmann.com**

\$850.00 – 4' Bench with 2¼" X 7" Zinc Plated Black and Silver Plaque, Delivery and Installation

## 48" Heavy-Duty Concrete Bench

**Our Products:** [Concrete Furniture](#) > [Concrete Benches](#) > [Concrete Benches with Backrest](#)

SKU: BB48GC

BB-48GC Heavy Duty Concrete Bench

48"L x 24"W x 31"H

450 lbs.

Available with a polished backrest and seat.



\$1,000.00 – 6' Bench with 2¼" X 7" Zinc Plated Black and Silver Plaque, Delivery and Installation

## 72" Heavy-Duty Concrete Bench

**Our Products:** [Concrete Furniture](#) > [Concrete Benches](#) > [Concrete Benches with Backrest](#)

SKU: BB72GC

BB-72GC Heavy Duty Concrete Bench

72"L x 24"W x 31"H

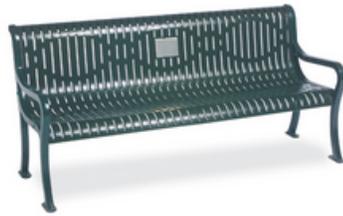
550 lbs.

Available with a polished backrest and seat.



**Wabash Valley**  
**Wabashvalley.com**

\$1,500.00 – bench, delivery, installation costs



## SPECIALTY SERIES MEMORIAL 6' COURTYARD BENCH WITH PLAQUE

Memorial benches are a perfect way to honor a special person, place or thing. We offer this option in our Courtyard benches in either PERFORATED or RIB patterns. Each bench comes with a 4" x 6" engravable plaque (engraving service not included). The entire bench seat is PLASTISOL coated while the legs are powder-coated in our AAMA 2604-05 compliant powder-coating.

**DuMor**  
**DuMor.com**

\$1,500.00 – bench, delivery, installation costs  
6' Park Bench #119



Bench 119



### Product Information

- ▶ [PRODUCT SPECIFICATIONS](#)
- ▶ [OPTIONS](#)
- ▶ [GOOGLE SKETCHUP](#)
- ▶ [CAD DETAILS](#)
- ▶ [WEIGHTS](#)

### Request a DuMor Catalog

See this product along with others in DuMor's product catalog.

[REQUEST A CATALOG](#)

## **Additional options for memorial items:**

**Contact the Parks Division Manager to discuss pricing and options to place in the parks.**

Playground Equipment

Sporting Equipment

Bicycle Racks



Permanent picnic tables



Grills

