



Raleigh  
Parks

# Donor Bench Program

The Raleigh Parks, Recreation and Cultural Resources Department is proud to offer our citizens the opportunity to honor and remember their loved ones by donating a bench to a City of Raleigh park or greenway trail. The first step is to read the Donor Bench Program guidelines then mail, or e-mail a request form to:

City of Raleigh Parks, Recreation and Cultural Resources  
ATTN: Mary Owens, Resource Development Manager  
Mailing Address: PO Box 590, Raleigh, NC 27602  
Email: mary.owens@raleighnc.gov  
Office Phone: 919-996-3292.

1. Our best effort will be made to install a bench in your desired location; however, Raleigh Parks, Recreation and Cultural Resources reserves the right to determine the final location of donor bench. **See Attachment A- Costs associated with a Donor Bench**
2. The final location will be determined at the discretion of the Parks Crew Supervisor or Greenway Supervisor. Benches must be installed on municipal land. For the purpose of this policy, municipal land means any city owned, maintained, and/or controlled property.
3. Raleigh Parks, Recreation and Cultural Resources cannot guarantee that a Donor Bench will not be removed in the event that a Park Master Plan or other construction dictates landscape changes.
4. Donor benches will become City of Raleigh property and therefore we will be responsible for all care and maintenance.
5. Following the submission of the request form, the Resource Development Manager will contact appropriate parks staff with the donor's preferred bench location. The applicant will be contacted to set up a meeting on site to confirm location.
6. Parks, Recreation and Cultural Resources staff will order, assemble and install the bench in the approved location. Park benches available for donation are approved and selected based on department standards.
7. A customized park bench plaque is included in the cost of the donation. Plaques will be provided and installed by Raleigh Parks, Recreation and Cultural Resources staff. Proposed wording is subject to approval. Plaque inscriptions must adhere to 6 lines of text, up to 24 characters per line including spaces. We cannot, however, insure the plaque against acts of vandalism or failure as a result of environmental conditions.
8. Raleigh Parks, Recreation and Cultural Resources will put forth its best effort to ensure that the donor bench is properly maintained during the period of establishment. We cannot, however, insure the bench against acts of vandalism or failure as a result of environmental conditions.
9. Raleigh Parks, Recreation and Cultural Resources will provide one replacement donor bench and donor bench plaque at no cost to the applicant.
10. All donors will receive a letter of appreciation containing the following information: general description of where bench was installed, acknowledgment of the person being honored, and date of the bench installation.
11. A copy of the donor bench letter of appreciation will be on file in the Parks, Recreation and Cultural Resources Department for future reference. In addition, a comprehensive list of all donor trees with the location and name of the honoree will be maintained.

**We are no longer accepting bench donations at the following locations:**

**Raleigh Rose Garden, Pullen Park, Lake Lynn, Lake Johnson, Shelley Lake, Nash Square, Durant, Horseshoe Farms or Dorothea Dix Park.**



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## Attachment A—Cost associated with a Donor Bench

The benches are made from recycled materials in cedar color. The cost of the standard park bench that is placed in most parks and greenways is \$700 and includes a commemorative plaque.



An upgraded standard park bench on wrought iron base that may be placed in Fletcher Park or Nash Square is \$1400 and includes a commemorative plaque





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# Donor Tree Program Request Form

*With a donation, Raleigh Parks, Recreation and Cultural Resources will install a bench on municipal lands in honor or in memory of your loved one, friend, or co-worker. This bench will provide the park or greenway trail with an extra amenity by helping Raleigh Parks, Recreation and Cultural Resources continue to create a healthier more sustainable Raleigh.*

*We will send a personalized card to inform recipients that you have made a gift to install a bench in their name that includes a customized plaque.*

Name of Donor: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

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

**Location Requested:** *Please suggest 3 park or greenway trail locations throughout Raleigh that you prefer.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please provide name and address of recipient if you want a letter sent to a family or friend of memorial contribution:

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

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

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

**Plaque Text:** (Inscription may include 6 lines of text, up to 24 characters per line including space)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ have read and understand the City of Raleigh Parks, Recreation and Cultural Resources Donor Bench Program Guidelines.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Payment:** Donations can be made via check or online, but will not be accepted until a location is agreed on. Please **mail** checks to the address on page one.

**Checks must be made out to 'City of Raleigh'.**