

## **MEMORIAL TREE AND PARK BENCH DONATION POLICY**

It is the policy of the City of Sault Sainte Marie (City) to accept donations for the purpose of planting trees and installing benches within the City Parks to memorialize a departed family member or friend, or to commemorate a special occasion. All donations shall be in compliance with the following:

- A. Donations for Memorials will be accepted only for the purpose of purchasing and planting of trees, and for purchasing and installing park benches approved by the City. The Community Services Board (CSB) shall review and approve all such donations in advance.
- B. Memorials shall be self supporting, i.e. all costs related to a memorial shall be at the expense of a donor(s), including repair or replacement, if necessary. If at any point in the future whereas the tree dies and or bench(es) become in disrepair, the City may remove such items. The City is not responsible for maintenance of donations beyond the normal maintenance program.
- C. Any tree that is mutually agreed upon by the donor and City staff is acceptable. Some trees may be prohibited based on our weather, tree species and soil conditions.
- D. Most park areas will be permitted, provided that the location is mutually agreed upon by the donor and City staff.
- E. Memorial tree(s) and bench(es) are permitted to memorialize a departed family member or friend, or, at the discretion of the City, to commemorate a special event.
- F. Memorial donations will be recognized by use of a memorial plaque which will be displayed near the donated tree(s) or on the donated bench(es). Any displays must be approved by the City in advance.

The City will provide residents with a list of recommended park benches for memorial use. This list shall include a description of each bench and color photo. At the request of staff, Community Services Board and the City Commission, the list of recommended benches for memorial use will be reviewed and amended as deemed necessary.

Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, with plaque language approved by the City. All placements of plaques must be approved by the City to facilitate grass maintenance operations.

- G. A ceremony or gathering at the time of a tree planting is permitted, but must be arranged in advance with City staff.
- H. The City does not guarantee tree survivability, park bench(es) and plaque longevity.
- I. City staff shall maintain a record of each donation. The record shall contain all relevant information such as the donor's name, person's name who is being memorialized, bench and/or tree location, type of tree or bench, etc.

# City of Sault Sainte Marie

Parks and Recreation Department

325 Court Street

Sault Sainte Marie, MI 49783

Phone (906) 635-5341

[sooparks@sault.com](mailto:sooparks@sault.com)

[www.saultcity.com](http://www.saultcity.com)

## Memorial Tree and Park Bench Donation Application

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

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

Please indicate if you are interested in donating a memorial tree or park bench.

Memorial Tree

Memorial Park Bench

Please indicate if you are interested in donating a memorial plaque.

Yes

No

Please describe the location you wish to place a memorial tree or park bench.

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If you wish to donate a memorial tree, what type of tree would you like to donate?

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If you wish to donate a memorial plaque, please describe what you would like to be written on the plaque:

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Please enclose a non-refundable deposit of \$250.00 and return to the Parks and Recreation Department office. Prior to tree and/or bench installation, remaining balance must be paid in full. Receipts will be provided.

Please make checks payable to: City of Sault Sainte Marie

Please Note: All locations of memorial tree or park bench, type of tree, and plaque display must be pre-approved by the City

**City of Sault Sainte Marie  
Park and Recreation Department**

**Memorial Tree and  
Park Bench Donation**

**What is the purpose?**

The purpose of this program is to accept donations for the purpose of planting trees and installing benches within the City Parks to memorialize a departed family member or friend, or to commemorate a special occasion.

**How does it work?**

You may make a monetary donation to the City that will only be accepted for the purpose of purchasing and planting of trees, and for purchasing and installing park benches. Location of a park bench or tree will be mutually agreed upon by the donor and City Staff. A memorial tree and park bench donation application must be completed and turned in with a deposit.

**Can I have a dedication service?**

Yes you can, City staff will coordinate the purchase and the installation with the donor for a convenient dedication service.

**Please make checks payable to:**

**City of Sault Sainte Marie**

**What type of park bench can I donate?**

A 6' Contemporary Park Bench with back in ground mount, welded wire pattern, dark bronze color.



Model # CN430  
**Wabash Valley Manufacturing, Inc.**

Price \$650-800 including shipping fees

**Who will install the park bench or tree?**

The City of Sault Sainte Marie will install the park bench or tree because it is a benefit to the community.

**Who will repair or replace a damaged bench or dead tree?**

The individual(s) who donate the bench or tree will be responsible for all repairs or replacement.

**What type of tree can I donate?**

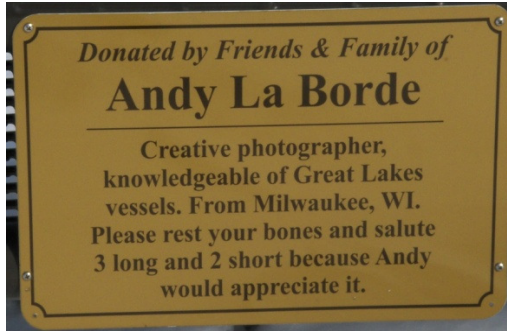
Any tree that is mutually agreed upon by the donor and City staff is acceptable. Some trees may be prohibited based on our weather, tree species and soil conditions.



Price will be based upon Nursery and type of tree.

**What type of plaque can I donate with my tree or park bench?**

Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting.



**How much does a plaque cost?**

\$40 to \$50

**Where will the plaque be placed?**

A memorial plaque will be displayed near the donated tree(s) or on the donated benche(s). Any displays must be approved by the City in advance. All placements of plaques must be approved by the City to facilitate grass maintenance operations.

**Who do I contact to make a donation?**

Contact the Park and Recreation Department to request an information packet including a registration form.

**City of Sault Sainte Marie  
Parks and Recreation  
Department**

**325 Court Street  
Sault Sainte Marie, MI 49783  
Phone # (906)-635-5341  
Fax # (906) 635-6967  
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www.saultcity.com**

The City of Sault Sainte Marie  
Thanks You For Your Donation.



**Memorial Tree and Park Bench  
Donation**

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Parks and Recreation Department**