

City of Tucker Parks and Recreation Bench Donation Guidelines

- 1) A bench donation application should be submitted to the Tucker Parks and Recreation Operations Manager to begin the process.
- 2) A bench donation will be accepted only for placement of a bench at a location that has been approved by the parks department leadership. The Parks Operations Manager will work with donor to find a site for the bench.
- 3) All bench donations must include the cost for the bench, shipping, and installation. The payment should be in the form of check to the bench supply company of choice by the parks department.
- 4) The donated bench once installed will be the property of the City of Tucker Parks and Recreation Department.
- 5) The donation of the bench does not include a commemorative plaque installed on the bench. This can be purchased separately from an approved vendor. All text must be approved by park leadership as it cannot contain any controversial verbiage.
- 6) If a donated bench or plaque is vandalized, damaged, or stolen the parks department will make any repairs based upon their judgement. If the bench is damaged beyond repair or is stolen, the parks department may choose to remove the bench and not replace unless an additional donation is placed for a new bench. At this time, a new bench application would have to be submitted and paid for.
- 7) Once the bench has been approved, the parks department will order the bench and schedule the installation. A check must be made to the vendor for the total amount due at the time of the order and should be received before the installation is scheduled. Please note that the cost of the bench is subject to change due to inflation, shipping, and additional installation costs.
- 8) The bench style and costs for donation are as follows

Bench Cost - \$915.00 + tax (including shipping) – price is subject to change

Purchase bench from www.treetopproducts.com

Model Number **ZZT2085BK** – Bench must be black and 6 foot in length

Optional Plaque - \$99.00 from the same site www.treetopproducts.com

Installation Cost - \$300.00 including a poured concrete pad





Bench Donation Application

1) Applicant Information

Name _____ Phone _____

Address _____ Email _____

City, State, Zip _____

2) Desired Location Information (Park name and any other descriptive information)

3) Would you like to purchase a plaque as well to attach to the bench? If so, please place your proposed text below

4) Please submit this form to the City of Tucker Parks and Recreation Department at
4898 Lavista Road or email jcollins@tuckerga.gov
Tucker, GA 30084

5) I have read, fully understand, and agree to abide by the bench donation guidelines

My signature below indicates that I have read and agree to this document in its entirety, and understand that:

- A) The Parks Department makes all final decisions, including but not limited to availability, bench location, and bench style.
- B) All language used on recognition plaques is subject to approval.
- C) All donated benches will be the property of the City of Tucker Parks and Recreation

Signature of Donor: _____ Date: _____

Any questions can be submitted to the City of Tucker Parks and Recreation Department at jcollins@tuckerga.gov or
(678)597-9040