



MEMORIAL PROGRAM POLICY & APPLICATION

Paducah Parks and Recreation Department provides a memorial program for the purposes of memorializing a departed family member or friend, or to commemorate a special occasion. All memorials are in the form of a donation program and shall be in compliance with the following:

- A. Donations for memorials will be accepted only for the purpose of purchasing trees, bricks, and/or benches.
- B. A donation application form must be complete and payment made in full at the time the application is submitted.
- C. Donations for benches must be coordinated with the vendor and payment is due in full at the time the bench is ordered, due to fluctuation in market rates.
- D. Beyond general maintenance of the surrounding grounds, memorials shall be self-supporting, e.g., all costs related to a memorial shall be at the expense of a donor(s), including repair and/or replacement, if necessary.
- E. Memorial tree(s) donations shall comply with City standards related to acceptable tree plantings and are determined by planting location.
- F. Memorial tree(s) donations will be recognized with the installation of a name plate on a memorial plaque displayed in the Paducah Parks and Recreation office building.
- G. Memorial brick(s) donations are available upon request and must be paid in full at the time of the request.
- H. Memorial brick(s) are placed in a location downtown as specified on the application form.
- I. Memorial brick(s) are placed in groupings, and are installed as staff time permits. Donor will be notified when brick is scheduled to be placed.
- J. Memorial tree(s) and bench(s) are permitted at any park, provided that the Parks and Recreation Director or his designee authorizes the location in the chosen park.
- K. Memorial tree(s) and bench(s) are permitted to memorialize a departed family member or friend or, at the discretion of the Parks and Recreation Director, to commemorate a special event.
- L. Memorial bench donations will be recognized by placing a recognition plaque with the name(s) of the person(s) the donor is recognizing in a designated place on the bench. This marker will be a non-corrosive metal plate of specific design purchased at the donor's expense. Standard memorial plaques shall be used to promote consistency in cost, size, type, and mounting, with plaque language approved by the Parks and Recreation Director. The City will provide residents with a list of accepted park benches for memorial use. This list shall include a description of each bench and color photo. Paducah Parks and Recreation may add or subtract bench or tree selections, as it deems necessary.
- M. A ceremony or gathering at the time of a tree planting, brick placement, or bench placement is permitted, but must be arranged in advance with the City of Paducah staff.
- N. The City does not guarantee tree survivability.
- O. City staff shall maintain a record of each donation. The record shall contain all pertinent information such as the donor's name, person's name that is being memorialized, and type of tree/bench and location.

Those interested in participating in the Parks and Recreation Memorial Program are able to choose from the following options:

1. **Tree Memorial** - \$200/250
 - a. Donor is permitted to select either a non-flowering or flowering tree for the planting and a preferred location or park for the tree planting.
 - b. Based on the preferences identified on the application, Parks from a local nursery for planting in early spring or late fall.
 - c. Tree selection will be determined by Parks staff based on site selection for the planting.
 - d. Family will be able to choose location for planting based on suggestions and approval from Parks staff.
 - e. Tree planting will be completed by Parks staff and can be completed with family members present if requested.
2. **Brick Memorial** - \$150/200
 - a. Parks staff will order brick according to request made on application. Once Brick is complete, staff will schedule installation.
3. **Bench Memorial** - \$500 + market rate of bench being ordered
 - a. Bench pricing is constantly changing, therefore rates will be determined on as requested basis, based on markets at the time.
 - b. Once payment is received bench will be ordered.
 - c. Once bench has been delivered Parks staff will schedule installation of bench. Ceremonies will be scheduled once installation is complete. Bench marker will be placed for ceremony.

Memorial Specifications

Trees

- Completed Application with prepayment must be submitted before tree is ordered.
- No marker or signage allowed on the tree itself.
- Donor, with approval and guidance of City staff, selects park and type of tree from an approved list – Location of tree, within Park or Boulevard, determined by City of Paducah Parks staff.
- Size of tree to conform to City standard for new tree plantings (1.5” caliper for deciduous trees of 6’ tall for conifer trees).
- Tree to be planted during normal business hours (8:00 a.m. – 4:30 p.m. M – F).
- Plastic tree guard provided for young trees (included in donation cost).
- Costs incurred by donor: total purchase cost of tree, including applicable taxes and delivery/shipping, engraved plate for plaque.
- Costs incurred by City: planting of tree (labor and equipment).
- Certificate commemorating donation to be given to donor.
- Tree planting will be coordinated with the donor after the arrival of the tree.

Bricks

- Completed application with prepayment before brick is ordered.
- Brick placement will be completed in groupings and scheduled as staff time permits.
- Bricks are installed in one of six areas located in downtown Paducah, and are as designated on the application form.
- 3-lines, maximum of 14 characters per line for brick engraving.
- Costs incurred by donor: total purchase cost of brick, including applicable taxes and delivery/shipping, and engraving on the brick.
- Costs incurred by City: installation of the brick (labor and equipment).
- Certificate commemorating donation to be given to donor.

- Donor will be notified when brick has been installed.

Benches

- Completed application with prepayment before bench is ordered.
- Installation time will be coordinated with Paducah Parks and Recreation.
- Donor, with the approval and guidance of City staff, selects preferred park location for placement of the bench. The Paducah Parks and Recreation Department will provide a list of available locations to the donor.
- Costs incurred by donor: total bench and plaque purchase costs (including shipping).
- Costs incurred by City: installation of bench (labor and equipment).
- Certificate commemorating donation to be given to donor.
- 50-letter maximum for dedication on a decorative metal plaque.

Process

1. Complete and return application.
2. Application will be reviewed by Parks staff and then approved or denied.
3. Payment in full is required if application is approved.
4. Installation is scheduled and donor is notified of installation schedule or when installation has occurred.

* Prices may vary. Please contact the Paducah Parks and Recreation Department for estimates.

We thank you for inquiring about a remembrance in the form of a Memorial Tree or Park Bench.

We are grateful you are considering a donation to the Paducah Parks and Recreation.

Many people have found our tree and bench program to be a wonderful way to convey their thoughts and appreciation for someone they care about.

If you choose to pursue this gesture, we will make every effort to accommodate your wishes and will work with you in the placement of your donation.

Please do not hesitate to contact us regarding any questions you may have about this program.

It is our privilege to serve you.

You or your designated donor will be contacted upon receipt of application.