



# NAMPA PARKS & RECREATION MEMORIAL TREE & BENCH PROGRAM POLICY AND GUIDELINES

Nampa Parks & Recreation offers memorial trees and benches as a way to commemorate and pay tribute to a loved one, pet, special occasion or event.

## **MEMORIAL TREE - \$1,250**

The memorial tree program includes planting a new tree (depending on location and availability) or selecting an existing tree. The Nampa Forestry Department will determine tree location and what species are available. A memorial tree includes the installation of a 12"x6" granite plaque with a concrete border, which is placed at the base of the tree. The plaque inscription is limited to 4 lines, approximately 20 characters per line (depending on font), and must be approved by Nampa Parks & Recreation.

## **MEMORIAL BENCH - \$2,000**

The memorial bench program includes a standard 6 foot bench that is used throughout our park system. The memorial bench includes the installation of a 12"x6" granite plaque that is cemented in the bench's concrete pad. The plaque inscription is limited to 4 lines, approximately 20 characters per line (depending on font), and must be approved by Nampa Parks & Recreation.

## **SITE SELECTION**

Nampa Parks & Recreation has a variety of playgrounds, parks, pathways and golf courses for you to choose from. The location depends on availability and must be approved by Nampa Parks & Recreation.

## **RENEWABLE TERMS**

Tree and bench memorials are for a 15 year renewable term and will receive maintenance consistent with Nampa Parks & Recreation standards for the length of the term. After the 15 year term there is an opportunity to extend the renewable term for another 15 years at current pricing.

## **15 YEAR TERM MAINTENANCE**

Nampa Parks & Recreation agrees to provide routine maintenance of the memorial bench and trees for the 15 year term period at minimum. General maintenance will include:

- Graffiti removal and pressure washing as needed.
- Grounds maintenance to include removal of litter in the immediate area of the bench.
- Tree replacement in the event the tree dies or is severely damaged.

Nampa Parks & Recreation reserves the right to remove any damaged tree or memorial bench if it is determined to be in an unsafe condition. Tree, bench and plaque replacement will be at the donor's expense following the 15 year time frame. Nampa Parks & Recreation will contact the donor if their tree/bench must be removed due to damage, unsafe condition, or other extenuating circumstances. The donor will have the right of first refusal and be given the option to purchase a replacement tree/bench in the same location at the current pricing. Nampa Parks & Recreation reserves the right to relocate or permanently remove a tree or bench due to construction.



## **PROCESS AND PROCEDURE**

1. Contact Nampa Parks & Recreation to determine bench/tree location and availability.
2. Submit signed agreement and payment to Nampa Parks & Recreation.
3. Nampa Parks & Recreation will review application, site location, plaque inscription and give final approval.
4. Nampa Parks & Recreation will send the plaque inscription to the monument company and you will receive a final proof for approval before the plaque is produced.
5. Nampa Parks & Recreation will notify you once installation is done. Please allow up to 12 weeks for installation (depending on weather).

## **TERMS AND CONDITIONS**

- The donor must complete and sign the Memorial Tree & Bench Agreement and submit payment in order for the tree/bench and plaque to be purchased and installed.
- Nampa Parks & Recreation will select the style of the bench.
- The tree/bench and plaque shall be the property of the City of Nampa.
- Major park renovations may alter the exact location of the tree/bench and plaque, although the location will remain within the original park site until the end of the agreement term. Nampa Parks & Recreation will make their best effort to maintain the original intent of the tree/bench location
- In the case of unforeseen circumstances, Nampa Parks & Recreation cannot guarantee that the original intention of this agreement will be upheld, and relocation of a tree/bench and plaque may be necessary.
- It is the responsibility of the Donor to notify Nampa Parks & Recreation of current contact information (i.e. change of address, phone, or email) during the 15 year agreement period.
- After the 15 year term, the donor may renew the agreement if they choose by contacting Nampa Parks & Recreation prior to the end of the 15 year term. If the agreement is not renewed prior to the expiration of the term, Nampa Parks & Recreation may remove the tree/bench and plaque
- Nampa Parks & Recreation will inventory, date, and maintain a listing of all existing memorial trees/benches and plaques that have been installed prior to and after the adoption of this policy. Memorial tree and bench locations will also be filed with the City of Nampa's Clerk's Office.
- Donor agrees to hold the City of Nampa and Nampa Parks & Recreation harmless for any liability of any type or kind in connection with this arrangement, except for negligent acts or omissions of the City, or its agents, servants, and employees. Such indemnification hereunder shall in no event cause the liability of the City for any negligent act to exceed the amount of loss, damages, or expenses of attorney fees attributable to such negligent act, and shall not apply to loss, damages, expenses or attorney fees attributable to Donor. This duty to defend, indemnify, and hold harmless is subject to the limitations of Idaho law, including Article VIII Section 4, and Idaho Constitution and Idaho Code Title 6, Chapter 9 (the Idaho Tort Claims Act).

Policy and prices are effective as of 12/19/22.

For more information contact Nampa Parks & Recreation at 208-468-5858, [rec@cityofnampa.us](mailto:rec@cityofnampa.us) or visit [nampaparksandrecreation.org](http://nampaparksandrecreation.org).



# NAMPA PARKS & RECREATION MEMORIAL TREE & BENCH AGREEMENT



## **APPLICATION**

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

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

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

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

Tree Memorial (\$1,250)

Bench Memorial (\$2,000)

Requested Location: \_\_\_\_\_

Plaque Inscription (please print clearly - 4 lines, approximately 20 characters per line)

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

## **Payment:**

Check enclosed (payable to Nampa Parks & Recreation)

Credit card - please charge my:

Visa     MasterCard     Discover

Name on Credit Card: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

I agree to pay above total amount according to card issuer agreement

Signature: \_\_\_\_\_

I have read the policy and agree to the guidelines and procedures as detailed above.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Office Use Only:**

Date Received: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received by: \_\_\_\_\_

P&R Approved Location: \_\_\_\_\_ P&R Approved Plaque Inscription: \_\_\_\_\_

Plaque ordered: \_\_\_\_\_ Installation Date: \_\_\_\_\_