

FALLS TOWNSHIP MEMORIAL PROGRAM

Purpose:

In an effort to allow citizens to memorialize lost family and friends and, at the same time beautify our community parks, The Board of Supervisors of the Township of Falls hereby establishes the Falls Township Memorial Program. This program will allow citizens to purchase trees and park benches and have them placed in the various parks throughout the Township of Falls in memory of a family member or friend.

Procedures:

The procedures and guidelines outlined below are in place to ensure that this program is carried out in a manner that allows for the purchase and placement of items to be done in a coordinated and appropriate way while at the same time meeting the needs of the donor and the needs of the community.

- 1) All items proposed for donation must be purchased through the Township from an inventory of items that have been approved by the Township. The Township will make a conscious effort to seek vendors who will provide the approved inventory of items at reasonable prices.
- 2) The donor will indicate the item to be installed and the general location desired for the item. The location of the donated item must be approved at the next regularly scheduled meeting of the Falls Township Park and Recreation Board. The Park and Recreation Board may take into account the need for replacements of previously existing items, the overall plan for the area chosen by the donor as well as the surrounding features at that area to determine if the site is appropriate. Donors are encouraged to attend the Park and Recreation Board meeting to discuss their donation and choice of location with the Park and Recreation Board. Should the Park and Recreation Board not approve of the site chosen by the donor, the Park and Recreation Board and the donor are encouraged to reach a mutually agreeable location. If this cannot be accomplished the donor may withdraw his/her donation.
- 3) The Park and Recreation Board should make the Township Manager aware of their decision on the next business day and the manager will then begin the process of obtaining the item and scheduling the installation.
- 4) All donated items are to be purchased, transported and installed by the Township. Donors will be asked to pay for the item to be donated after their choice has been approved by the Park and Recreation Board.

5) The Township will make every effort to install the donated item as quickly as possible once the item has been received by the Township. Weather, the seasonal workload and scope of the project may affect the actual installation. The Township will make every effort to notify the donor of the date of installation of the item.

6) The Township is not responsible for the maintenance or replacement of a donated item outside the manufacturer's or vendor's warranty for that item except in cases where direct actions by the Township or Township employees resulted in damage or destruction of the item.

FALLS TOWNSHIP MEMORIAL PROGRAM **INFORMATION SHEET**

In an effort to allow citizens to memorialize lost family and friends and, at the same time, beautify our community parks, the Board of Supervisors of the Township of Falls has established the Falls Township Memorial Program. This Program will allow citizens to purchase trees and park benches and have them placed in the various parks throughout the Township of Falls in memory of a family member or friend.

- STEP 1:** Decide if you would like to donate a tree or park bench.
- STEP 2:** Decide what park you would like the item placed and indicate a specific location if you would like your item placed somewhere specific. If you don't have a specific location in mind you may leave the choice of location up to the Falls Township Park and Recreation Board.
- STEP 3:** Fill out the Donation Form completely and sign it.
- STEP 4:** You are invited to attend the next meeting of the Falls Township Park and Recreation Board to discuss your donation with the Board. All donations and placement of the donations must be approved by the Park and Recreation Board. The Park and Recreation Board meets on the first Tuesday of each month. Please contact the Park and Recreation Department at 215--949-9000 ext. 221 if you have any questions.
- STEP 5:** After your donation has been approved, you will be asked to pay for the donation at the Township Offices. The donation must be purchased and installed by the Township. Your donation will not be ordered until payment has been received.
- STEP 6:** The Township will notify you of the date when the item will be installed. Please understand that the placement of your donation will be done at the Township's earliest convenience and that weather, the seasonal workload and scope of the project may affect the actual installation.

Please understand that Falls Township is not responsible for the maintenance or replacement of any donation except in cases where direct actions by the Township result in the damage or destruction of the donation.

Please keep this sheet for your information.

PRICE LIST FOR FALLS TOWNSHIP MEMORIAL PROGRAM

TREES

| | |
|-----------------------------|----------|
| ACER RUBRUM - OCTOBER GLORY | \$559.00 |
| EASTERN REBUD 6'-8' | \$448.00 |
| FLOWERING DOGWOOD 6'-9' | \$392.00 |
| KWANZAN CHERRY 6'-8' | \$420.00 |
| NORWAY SPRUCE | \$480.00 |

NOTE: PRICE OF THE TREE INCLUDES INSTALLATION. PRICES ARE APPROXIMATE AND MAY COST MORE DUE TO THE MARKET PRICE OF THE TREE.

BENCHES

5' Recycled Plastic Bench & 8"x2" Cast Bronze Plaque \$1,000.00

The donor has the choice of four (4) colors: Evergreen, Dark Brown, Cedar Brown, and Gray. Wording on the plaque is a maximum of 3 lines, 20 characters maximum per line. The township will order the bench and plaque and install the bench at an approved site in the park system when ready.

If purchasing a tree, the donor must pay a fee of \$125.00 for the purchase of the 8"x2" Cast Bronze Plaque. Wording on the plaque is a maximum of 3 lines, 20 characters maximum per line. The township will be responsible for ordering the plaque and install the tree and plaque when ready at an approved site in the park system.

If you have any questions, please feel free to contact me at 219-949-9000x220.

Thank you for your cooperation.

Brian Andrews, Director of Parks and Recreation

(revised 2020)

FALLS TOWNSHIP MEMORIAL PROGRAM DONATION FORM

DONOR INFORMATION:

Name (Please Print) _____

Street Address _____

City/State/Zip Code _____

Phone Number where you can be reached _____

ITEM INFORMATION:

To decide which kind of item you would like to donate please see the enclosed price list to make your selection. You may choose as many items as you wish.

If you would like to choose a specific place where you would like your item placed, please use the enclosed map of the Community Park and indicate with an "X" where you would like the item placed. If you want the item in another Falls Township Park please indicate the name of the park below.

ITEM:

Item to be donated: _____

Name of park where you would like the item placed. For the Falls Township Community Park please indicate it on the attached map: _____

Cost of the donated item: _____

If a plaque will be installed please indicate wording on the plaque: _____

I understand that the final decision on the appropriateness and location of my donation rests with Falls Township and that Falls Township is not responsible for the maintenance or replacement of my donation except in cases where direct actions by the Township resulted in the damage or destruction of my donation.

Signature: _____ Date: _____