The City of Palo Alto Adopt-a-Park Memorial Bench Program
Application

Thank you for inquiring about the City of Palo Alto’s Adopt-a-Park Memorial Bench Program. There are various park locations to choose from throughout Palo Alto and our staff is prepared to assist you when you are ready to proceed.

*Please note: No new applications will be accepted for Foothills Park

General Information

Cost

$4,000.00 donation is collected for a memorial plaque to be placed on an existing park bench

Approximate Order Time

Order time for benches is approximately 6-8 weeks. Upon receipt of the plaque/bench, the Open Space and Parks Division require a minimum of 2 weeks to arrange an installation.

Maintenance

The maintenance of the benches will be the responsibility of the Open Space and Parks division. Maintenance (graffiti removal, sanding/staining, and periodic cleaning) will be provided by the City for the life of the bench.

There is a ten-year (10) guarantee of furniture maintenance and plaque replacement. The furniture will be kept in place as long as it is serviceable beyond the 10 year period. When a bench is no longer serviceable, applicants will be advised and given the opportunity to purchase a new bench under the terms and conditions then in effect.
Ordering Process

1. Upon receiving the signed Adopt-a-Park memorial bench application, City staff will contact the donor to discuss bench location options. Forms could be emailed or mailed directly to:

   Jeanette Serna  
   Program Assistant, Open Space, Parks & Golf Division  
   3201 East Bayshore Road  
   Palo Alto, CA   94303  
   Email: Jeanette.Serna@CityofPaloAlto.org  
   Phone: 650-496-5916

2. City staff will provide donor with a plaque proof.

3. Once a bench location and plaque proof is approved by City staff, donor will submit payment.

4. Upon receipt of payment, City staff will order the plaque/bench.

5. City staff will contact the donor when the plaque/bench is received to discuss the installation timeline.

6. City staff will email the donor a photograph of the memorial bench after installation.

7. City staff will provide the donor with a donation recognition letter.

I understand and agree to all of the terms and conditions above

Signed.................................................................

Date........................................
Please provide the following information so that we can better serve you.

Name: _________________________________________________________________

Address: __________________________________________________________________

City: _________________________________ State: _____________ Zip: _____________

Home phone: ___________________________ Work phone: _______________________

E-mail address: ____________________________________________________________

Requested Locations:

*Please note that staff will do their best to accommodate your request for a bench location, but you may be required to select a location based on park needs.

*No new applications will be accepted for Foothills Park

Bronze plaques measure 8” wide by 4” tall. Standard lettering is 1/4”. One line may use 3/8” letters. All lettering is upper case. Periods, commas and hyphens count as one character. Each line will be centered on the plaque.

Line 1: 1/4”
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Line 2: 3/8” or 1/4” (Circle the size preferred)
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Line 3: 1/4”
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Line 4: 1/4”
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