



**PARK BENCH DEDICATION PLAQUES ON ROOSEVELT ISLAND**

The Roosevelt Island Operating Corporation (RIOC) will arrange for the installation of Dedication Plaques on existing benches located around Roosevelt Island. Plaques can either be installed on the back or at the base of a bench depending on the location of the bench in question. Donation rates are listed below:

Park Donation Element	Island Areas/Fields	Flagship Parks*
Existing Park Bench	\$75.00	\$100.00
<i>*Flagship Parks are the Lighthouse Park &amp; Southpoint Park.</i>		

**Bench Donation Program Policy** *(Please read before signing)*

1. This policy is designed to enable residents and park users to support Roosevelt Island parks. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated element.
2. Donation applications will be available January 1<sup>st</sup> for summer installation and May 1<sup>st</sup> for fall installation. Due to the unpredictability of weather and staffing demands, RIOC cannot guarantee a specific installation date within a given season.
3. Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts may be adjusted periodically.
4. A plaque will remain in place for 20 years. Within this time, RIOC will replace, at no cost to the donor, a bench dedication plaque one time if it is damaged or stolen. The cost of any subsequent replacement plaques will be the financial responsibility of the donor and must be coordinated through RIOC.
5. After 20 years, the donated plaque will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated plaque may be removed or rededicated at any time.
6. RIOC retains the right to relocate a donated plaque at any time. If a plaque needs to be relocated, RIOC will attempt to contact the donor to discuss alternative locations; RIOC will make the final determination.
7. The donor may select a bench from the existing undedicated park benches. Plaque location will be determined by RIOC.
8. A maximum of 2 lines of text and 30 characters per line is permitted on the bench-mounted plaque. Text is subject to the approval of the Parks & Recreation design review staff.
9. The dedication plaque is not intended to serve as a memorial marker; birth and/or death dates or any other numerical digits or references are not permitted. Messages should be simple statements recalling the event or person(s) recognized.
10. No logos of any kind are permitted on plaques.
11. This policy does not supersede the regulations or ordinances of any State of New York regulating authority.

**–End of Policy–**



**PARK BENCH DEDICATION PLAQUE APPLICATION**

*If you have any questions, please call the RIOC Parks & Recreation Department at (212) 832-4545. All applications are reviewed for appropriateness and subject to approval. Please type or print legibly.*

**1. Applicant Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**2. Desired Location Information**

*Indicate the desired location: Park name and neighborhood – or – Street address. If you have a specific bench in mind, please include a photo and description of your selected element.*

\_\_\_\_\_

**3. Proposed Text for Bench Plaque (Maximum of 60 characters)**

**4. Payment:** The Fund for bench donations shall be made in the form of a check. Please make your **check** payable to: "Roosevelt Island Operating Corporation".

**5. Please return this form to:**

Roosevelt Island Operating Corporation, 591 Main Street, NY 10044  
Attn: Mary Cunneen / Bench Donation Program

**6. I have read, fully understand, and agree to abide by the Bench Donation Program Policy (on reverse).**

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

- a. RIOC makes all final decisions, including but not limited to availability and bench location.
- b. All language used on recognition plaques is subject to approval.
- c. All donated items are the property of the Roosevelt Island Parks and Recreation Department, and will be maintained according to RIOC policy and priorities.
- d. At the end of the dedication period, the donated item will be available for renewal with the first right of refusal given to the original donor.

Signature of Donor: \_\_\_\_\_

Date: \_\_\_\_\_