



Department of PARKS AND RECREATION

Fleet Services Complex
5033 State Ave.
Kansas City, KS 66102

Phone: (913) 573-8327
FAX: (913) 573 8328

Unified Government of Wyandotte County, Kansas City, KS Parks and Recreation Department Memorial Bench Program

The UG Parks and Recreation shall be responsible for bench and plaque installation. The City reserves the right to determine the level of general care depending on budget availability. General care is defined as the mowing, raking, pruning, and general cleaning of the grounds around the memorial bench as determined by the City. The City distinctly disclaims all responsibility for loss or damage from causes beyond its reasonable control, and especially from damage caused by the elements, thieves, vandals, unavoidable accidents, whether the damage be direct or collateral, other than as herein provided. The City reserves the right to determine if the bench is damaged beyond usability. If a bench is damaged or destroyed, the City will attempt to contact the donor, as they have the option to purchase a new bench. **It is the donor's responsibility to update their contact information with the Parks and Recreation Department.**

Process for Review:

Review of memorial benches involves at least one site meeting. A representative from the Parks and Recreation Department will meet with the donor to identify a specific location. Bench locations and availability may vary from park to park. Some parks may not always be available.

Guidelines

- UG Parks and Recreation approved benches only.
- An approximate 3-6-month lead time is to be expected for installation.
- Only pre-approved park sites will be selected.
- Memorial benches become the property of Wyandotte County, KCK Parks and Rec once installed
- Should your bench need to be temporarily removed or relocated for any reason, all-reasonable efforts will be made to contact the donor and discuss a new location
- Parks staff will make reasonable efforts to maintain and repair damage to benches

Bench and Plaque Design and Message:

Benches and plaques will be of the type and color selected by the UG Parks & Rec. The message that is placed on the memorial plaque affixed to the bench must not include constitutionally prohibited speech, including without limitation "fighting words," defamatory statements, obscenity or messages that constitute a "clear and present danger." The size of the message is also restricted by the capabilities of the plaque manufacturer. Plaques may include the name of the individual being memorialized as well as important dates and a saying or poem. Any special requests such as including a

photograph on the plaque are at the discretion of the Parks and Recreation Director. Any additional fees will be charged to the applicant.

Fees:

The fee for memorial benches is established each year by the selected vendor.

Payment:

Once a location is agreed upon, the donor needs to purchase the bench & plaque through the vendor Parks & Rec has provided with delivery to the Fleet Center 5022 State Ave KCK 66102 Attn: Parks & Rec.

Life Span of Bench and Plaque:

The bench and plaque remain the property of the City. The City will maintain the bench and plaque in proper working order for a period of five years. If after five years the bench and/or plaque become inoperable or unsafe, the City, at its discretion, may remove or replace the bench and/or plaque. Donors will have the option of purchasing a new bench and/or plaque at that time. The City accepts no replacement liability for the bench or plaque after a period of five years. The City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting such as park renovation.

Bench specifications & costs as set by UG Parks and Recreation department:

Each bench is six feet long with back rest. Benches are black powder coated metal and are surface mounted. Parks & Rec will install a concrete slab if location requires. Benches require a 6 to 8-week lead time for manufacturing and shipping.

Ordering Process:

Benches are to be ordered from Fry & Associates; their contact, pricing, and ordering information is on the following page. This style of bench comes with a stainless-steel plaque that you may have engraved.

Once the bench arrives, Parks & Rec will contact you to come pick up the engravable plate. Ed's Trophy is the company that is recommended for the engraving service. They have handled the previous plaque engravings for the department. Their contact information is also on the following page.

Once the engraving is complete, you will return the plaque to Parks & Rec for the installation.

Installation:

Benches will be installed approximately 3 weeks after arrival by Parks and Recreation Staff. The donor will be notified once the bench and plaque are installed. Please note that installation is weather dependent and cannot be installed during the months of November and March.



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Parks and Recreation Department Memorial Bench Program

Application Form

Date of Application: _____

Contact person: _____

Phone Number: _____

Description where bench is to be placed:

Wording for plaque approval:

**I have read and understand the Unified Government of Wyandotte County,
Kansas City, KS Parks and Recreation Department Memorial Bench Program
Guidelines:**

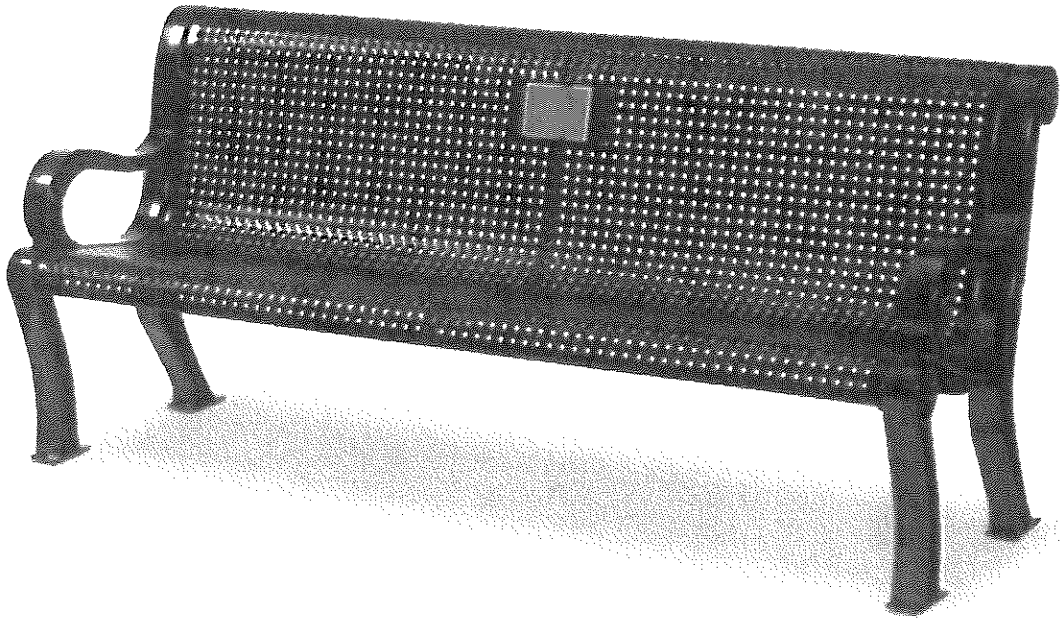
Signature: _____ **Date:** _____

For Office Use only

The above application has been approved/denied by Unified Government of Wyandotte County,
Kansas City, KS Parks and Recreation Administration or Management:

Request Approved _____ Request Denied _____

Dept/Division Director Signature: _____ **Date:** _____





Fry & Associates, Inc.
101 E 15th Ave
North Kansas City, MO 64116

Wabash Valley Estates Series Memorial Bench
Product # SP400P 1,095.00 plus freight and tax
Please contact Steve Jones at Cell: 816-516-5595, or email sjones@fryinc.com



Steve Jones
Fry & Associates, Inc.
Main Office: 800-444-9787
Cell: 816-516-5595

Commercial Park and Playground Equipment
Sales - Design - Installation - Service
In Play We trust



Ed's Trophy & Awards
1415 Central Ave | KCK | 66102
913-342-6603
edstropawa@aol.com