

City of Waltham Recreation Department  
POLICY AND PROCEDURES FOR DEDICATIONS

**POLICY:**

The policy is designed to define the process for park related dedications. All contributions will be acknowledged by a plaque placed on an existing park bench within one of the Waltham Recreation properties. This plaque is symbolic and does not entitle the donor to ownership of that particular bench.

Consideration for dedicating existing park benches includes one or more of the following.

Persons who made significant contributions to the community over an extended period of time by:

1. Making significant contribution to the Recreation Department
2. Volunteering in areas of Parks and Recreation
3. Made a significant impact with youth programs

*The Letter of Intent should include specific details regarding the above criteria.*

**PROCEDURES:**

1. Only plaques and existing park benches are covered by this policy.
2. Dedication applications will be collected and reviewed after a 3 to 6-month period. The Recreation Department staff will review the dedication application and supporting documents to ensure all necessary documentation has been submitted.
3. Applicants are required to present their requests to the Recreation Board during their designated meeting time as determined by the Recreation Department.
4. All plaques and installation expenses will be the responsibility of the applicant.
5. All nominated plaques must be approved by a majority of the members of the Recreation Board.
6. Upon approval by the Recreation Board, City Council will receive the list of recommended plaques for their final approval.
7. The Recreation Department retains the right to relocate an existing bench and plaque at any time. If the existing bench needs to be relocated the Recreation Department will contact the donor to discuss alternative locations; the Recreation Department will make the final determination.
8. The honoree/family will select a bench from an existing list of undedicated park benches. A bench may only be installed in a new location with the approval of the Recreation Department.
  - a. Recreation Director reserves the right to select another amenity for dedication in special circumstances.
9. A maximum of 3 lines of text and a maximum of 90 characters or less is permitted on the dedication plaque. Text is subject to the approval of the Recreation Department and Recreation Board. The Recreation Department does not allow the use of hateful, offensive, profane, or vulgar language on plaques placed in public areas.
10. At the discretion of the Recreation Director, the option to bring an alternative dedication to the Recreation Board for approval.
11. This policy does not supersede the regulations or ordinances of any City of Waltham regulating authority.

City of Waltham Recreation Department  
APPLICATION FOR DEDICATING AN EXISTING PARK BENCH

Date of Submission: \_\_\_\_\_

**Applicant Information**

Applicant's Name (print): \_\_\_\_\_

Address (city, state, zip): \_\_\_\_\_

Phone Number (daytime): \_\_\_\_\_

Email: \_\_\_\_\_

**Honoree Information**

Honoree's Name: \_\_\_\_\_

Circle: Living                  Deceased

Date of Passing: \_\_\_\_\_

**Requested Park Location:** \_\_\_\_\_

**Location of Existing Park Bench:** \_\_\_\_\_

**Rationale for Location**

**Why this park?**

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

**What is the connection between the Honoree and this location?**

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

**Proposed Text for Plaque**

(Maximum of 90 characters. Leave a space between the First and Last Name)

|   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |
|---|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 1 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 2 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |
| 3 |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |

**Required Documentation (please submit all supporting documentation with this application form)**

- Application Form (this form)
- Geographical sketch of requested location
- A letter of intent by applicant
- A letter of approval from family, legal guardian, or representative if honoree is deceased and is not a family member
- Additional letters of support or other supporting documents (optional)

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

For Recreation Department Use Only:

Processed By: \_\_\_\_\_

\_\_\_\_\_  
Date Received