

**Policy Name:** Memorials  
**Section:** 3000 Operational: 3100 Administrative  
**Policy Number:** 0000

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**Purpose:** To specify what is acceptable for memorials in parks.

**Reference:** None applicable

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**Policy:**

In response to requests to commemorate loved ones through memorials in parks, the Park District memorial program has been developed and offers a way for individual or group needs to be met with regard to dedications and enhancement of parks through the use of: 1) Tree/plant memorials; 2) Bench memorials; and 3) Other requests as approved by Executive Director.

The Park Services Director will manage the program, and will coordinate the purchasing, planting, and installation of such a donation on a case-by-case basis

Donors will work with the Park Services Director when selecting the species of tree/plant or type of bench. The Park Services Director will select the location of the tree/plant or bench after discussing options with the donor. The date the tree/plant is planted or bench is installed can be personalized for each donor, but must coincide with the Park Services schedule and the appropriate planting season if a tree or plant. Plaques are allowed only on memorial benches, must be attached to the bench, and must meet Park District standards for consistency.

The Park Services Director will establish a memorial program guide to establish memorial options and fees for potential donors.

Memorials shall be subject to the same maintenance criteria and schedule as all other park amenities or plantings of similar use. The District will be responsible for determining the extent to which each memorial will be maintained based on resource and staffing limitations.

In the event that tree/plant plantings fail, or a bench is irreparably damaged, the District may opt to remove them and will not be responsible for replacement costs of these items,

Any memorials placed without Park District approval are subject to removal.

Any flowers or other mementos left in parks are subject to removal.

This policy applies to all District parks, properties and facilities.