

Miami-Dade Parks, Recreation and Open Spaces Department

Dedication Park Bench Plaque Application Form

Personalized dedication park bench plaques are a great way to celebrate a special occasion or a loved one.

Plaques are installed on existing benches in most Miami-Dade parks, until they reach maximum capacity. Once you have selected a park, you will purchase a personalized plaque through your choice of supplier. Please note the plaque and text are subject to the approval of the Department. The plaques will be of consistent design, bronze material, not to exceed 3" x 10" measurement with thickness of 3/16" and will be installed on the backrest of an existing park bench to assure the bench is an inviting place for park guests to sit and enjoy. Benches that already have plaques are not eligible. We do not maintain a list or catalogue of available benches, but can make recommendations upon request.

APPLICATION PROCESS

Dedication Park Bench Plaque applications will be accepted on an ongoing basis. Every attempt will be made to accommodate a donor's request for date of installation, but flexibility in scheduling is necessary. Please be patient and expect the whole process, start to finish, will take several months.

Dedication Park Bench Plaque Policy and Procedures *(please read before signing)*

1. Applications will be reviewed throughout the year.
2. The application must be approved before the commencement of any work.
3. The donor shall select a bench from the existing undedicated park benches.
4. The Department, in collaboration with the donor, will determine the park bench plaque location.
5. From the date of installation, maintenance of your plaque is limited to 10 years. If the plaque is vandalized, broken, or in need of replacement, the Department will make every effort to contact the original donor regarding their desire to purchase a new replacement plaque.
6. Upon expiration of the 10-year period, the 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 plaque may be removed at any time.
7. Upon installation, all plaques become property of Miami-Dade County, and are maintained by the Department.
8. The Department retains the right to relocate any donated plaque at any time. If a bench with a dedicated plaque needs to be relocated, the Department will make every effort to contact the donor to discuss alternative locations. The Department will make the final determination.
9. Plaque installation cost is \$350.00.

Every effort will be made to accommodate requests. Regrettably, not all of the benches are able to accommodate a plaque because of their material, design or style. Miami-Dade County Parks, Recreation and Open Spaces reserves the right, in its sole discretion, to relocate, permanently move, or replace a bench/plaque due to capital construction, landscape redesign, or other extenuating circumstances. During the 10-year donation period, a comparable location will be provided by the Department.

Dedication Park Bench Plaque Application

Applications are reviewed for appropriateness and subject to approval. Please type or print legibly.

Name: _____

Email: _____

Organization: _____

Phone: _____

Address: _____ City, State, Zip: _____

Park Name: _____ Park Address: _____

Text for Plaque:

1. **Payment:** The Parks Foundation of Miami-Dade, Inc. is a 501(c)(3) tax-exempt charitable organization. Donations to the Foundation are tax deductible. Please make your check payable to: "The Parks Foundation of Miami-Dade, Inc."

2. **Please return this form and your payment to:**

The Parks Foundation of Miami Dade, Inc.
275 NW 2 Street, 5th Floor
Miami, Florida 33128

3. **I have read, fully understand, and agree to abide by the Miami-Dade Dedication Park Bench Plaque Policy.** My signature below indicates that I have read this document in its entirety and understand that:

- a. The Department makes all final decisions including, but not limited to, availability, park bench plaque location, and all language used on plaques is subject to approval.
- b. At the end of the dedication period, the donated park bench plaque will be available for renewal with the first right of refusal given to the original donor.

Donor's Signature: _____ Date: _____

OFFICIAL USE ONLY	Plaque Location:
Department Program Staff:	
Approved:	
Not Approved:	
Date Installed:	
Notes:	
Installed By:	