

# PARK AMENITY DEDICATION POLICY

All requests will be made and considered through a simple application process.

## **Purpose:**

The purpose of this policy is to establish guidelines for dedicating Park amenities including but not limited to park benches, trees, water fountains and other structures located in the City of Pensacola Parks in honor of an individual or organization. The Parks and Recreation Department offers the following guidelines to dedicate such areas to the memory of an individual or organization by granting the installation of a dedication plaque onsite of such facilities. The nominating person(s) shall be entirely responsible for all costs associated with the dedication. The size, style, text and location of the memorial plaque shall be subject to review and approval of the Parks and Recreation Director and the Parks and Recreation Board.

## **Nomination Criteria:**

Nominations for dedicating amenities in the memory of an individual or organization shall be based on the following criteria:

- In honor of organizations or individuals (living or deceased) who have made a contribution to the City, or who have played a leading role in advancing the neighborhood where the park is located.
- In honor of a person, place or event that played a significant role in the history of the City or neighborhood.

The individual or organization for which the dedication is sought shall be deemed to be of good general character and should not be associated with unlawful or unseemly activities.

**Application Process:**

The process for dedicating a recreational amenity to the memory of an individual shall be:

- Submit Application to the Parks and Recreation Department.
- Applications will be reviewed by the Parks and Recreation Department.
- If the application is rejected based on review, the nominating person designated on the application will be notified in writing.
- Nominations that pass review will be forwarded to the Parks and Recreation Board for review at their next regularly scheduled meeting.
- If approved, the recommendation will be forwarded to the Mayor's Office and to City Council for final review and approval or denial.
- The Mayor's Office and City Council shall have the authority to override this policy when they deem doing so to be in the best interest of the City.
- The dedication of City amenities shall normally be limited to no more than three per year to maintain the stature of the facility dedication honor.

**Amenities Cost:**

The cost for dedicating a recreational amenity to the memory of an individual shall be:

- Water Fountain- \$3,500.00 for new (if space is available) or \$700 for existing fountain in the park.
- Picnic Table - \$1,500.00 for new bench (if space is available) or \$500 for existing table in the park.
- Park Bench - \$1,000.00 for new bench (if space is available) or \$300 for existing bench in the park.
- Trees - \$700.00 for new tree or \$200.00 for existing tree in the park.

All new amenities will be required to match what is currently located in the park. Parks and Recreation staff will meet onsite with the nominating party to discuss the location or all amenities.

**Amenities Damage:**

If dedicated amenities becomes damaged or destroyed, The City of Pensacola Parks and Recreation Department will not replace these amenities if there is not a need for them. Any dedicated tree that is lost will not be replaced.