



Fort Wayne Trails Legacy Bench Donation Policy

This policy has been established by Fort Wayne Trails, Inc. (“FWT”) to ensure that appropriate oversight is provided in preserving our trails and parks systems. Legacy Bench donations shall contribute to the visitor experience and preserve the visual character of the trails and parks settings. This policy may be revised at any time.

Criteria for a Dedication/Memorial Bench

Legacy Benches may honor an individual or couple, group, organization, or pet. The final approval of plaque content will be at the discretion of FWT.

Size and Limit

FWT will determine approved sites for all benches. Some sites may be deemed inappropriate for benches. FWT will limit the number of benches so that they will not detract from the visual character of the setting in which they are placed. FWT reserves the right to refuse applications on this basis.

Style

Once a Legacy Bench has been approved and the donation has been received, the FWT will purchase and install the bench, which will be of a style as determined by the FWT to maintain design consistency throughout the trails and/or parks system. Some benches may already be placed.

Engraving

FWT will procure the engraving to honor the individual(s) memorialized. The size, font and design specifications as well as the approval of the message will be at the discretion of FWT. Specifications from the plaque manufacture will be provided to the donor and all castings must adhere to those specifications. Nicknames or aliases may be rejected if deemed inappropriate.

Longevity

Benches in outdoor settings have a reasonable life span. FWT will provide for normal maintenance and repair during its useful life. FWT reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting.

Cost

The Donor is responsible for all costs associated with the Legacy Bench donation. The donation of \$10,000 includes the cost of the bench (inclusive of shipping and handling), the cost of the engraving, the cost of installation, and an administration fee to help cover costs of materials, processing, and maintenance.

Acceptance of the Donation

FWT must approve the donation.

Approval Process

Applications must be completed on the official application form and signed by the applicant. FWT has the responsibility to review and approve the Legacy Bench applications and the authority to deny those that it determines would be inappropriate. Requests will be processed in the order received.

Conditions

Legacy Bench donation must be paid in full following the approval of the application and before the order and installation of the bench. No additional mementos e.g. vases, statues, flowers, wreaths, balloons, or other ornamentation etc., shall be permitted on or around the bench.