



Fort Wayne Trails Legacy Bench Rules and Regulations:

A bench on the trail is a perfect way to honor or memorialize a loved one, co-worker, friend, or fellow trail lover. When you dedicate a bench not only are you providing a tangible and lasting trail amenity for all trail users, but you are also directly supporting Fort Wayne Trails and the continued growth of the trail system right here in Allen County.

Legacy Bench Guidelines:

The Plaque:

- The size, font, and design specifications as well as the approval of the message will be at the discretion of Fort Wayne Trails, Inc. Specifications from the plaque manufacture will be provided to the donor and all castings must adhere to those specifications.
- All Legacy Bench plaques will use Times New Roman.
- Plaques are restricted to text only and photos cannot be used.
- Plaque size is 6" x 4" – Material – Cast aluminum.
- A proof of the plaque will be provided by the manufacture and will be approved by the donor and Fort Wayne Trails, Inc.
- The plaque will be placed on the bench by Fort Wayne Trails, Inc.

Location:

- Fort Wayne Trails, Inc. will work with donors on a location, but benches already installed on the system that are not dedicated will take priority over installing new benches.
- Location can be moved as necessary, determined by Fort Wayne Trails, Inc.

Bench:

- The bench will be 6' in length
- Black in color
- Slat seat

Donation Information:

- \$10,000 is the donation amount for a Legacy Bench dedication with Fort Wayne Trails.
- The donation dollars can be used for operations, capital trail investment, endowment funds, or maintenance as decided by Fort Wayne Trails needs at the time of donation.
- Donations can be pledged and paid over a two-year period.
- Should the full donation amount of the bench not be paid within two years, FWT will communicate with the donor for a resolution. Should a resolution not be reached, the plaque will be removed and the bench will be offered to another donor.
- Donations can be made by cash, check, or credit card. For Fort Wayne Trails to retain 100% of the donation, cash or check is preferred. Donors may elect to cover the cost of the credit card processing if donating by credit card.

Other Guidelines:

- The purchase and dedication of any and all Legacy Benches can be funded by private individuals, businesses, or groups.
- Memorials representing commercial advertising will not be permitted. (slogans, websites, etc)
- All payment for the purchase of a bench(es) and plaques must be made prior to ordering and installation of the memorial, unless a pledge agreement is in place stating something different.
- Fort Wayne Trails, Inc. reserves the right to remove any bench that has been damaged or in their determination is beyond repair, or for other reasons.
- Fort Wayne Trails, Inc. will retain final approval of a requested bench and its location. When determining the approval of a Legacy Bench, Fort Wayne Trails, Inc. will consider proximity to other memorials, safety, maintenance, and existing landscaping.
- A Legacy Bench will be considered in locations where benches are scheduled to be replaced or where new benches are deemed necessary by the staff.
- Fort Wayne Trails, Inc. will make every reasonable effort to maintain benches.

Amendments to Rules and Regulations:

Fort Wayne Trails, Inc. reserves the right to amend these rules and regulations at any time they deem necessary, without notice to donor. The applicant waives any claim that may arise out of said amendment, including but not limited to a termination of the Legacy Bench program.

Donor Signature

Date

Donor Name