

The City of Palo Alto Adopt-a-Park Memorial Bench Program

Thank you for inquiring about the City of Palo Alto's Adopt-a-Park Memorial Bench Program. There are various park locations to choose from throughout Palo Alto and our staff is prepared to assist you when you are ready to proceed.

*Please note: No new applications will be accepted for Foothills Park

General Information

Cost

\$1,500.00 donation is collected for a memorial plaque to be placed on an existing park bench

Or \$2,500.00 donation is collected for a new park bench and plaque to be placed at park site. This includes the concrete bench pad, procurement and installation of the bench and plaque.

Approximate Order Time

Order time for benches is approximately 6-8 weeks. Upon receipt of the plaque/bench, the Open Space and Parks Division require a minimum of 2 weeks to arrange an installation.

Maintenance

The maintenance of the benches will be the responsibility of the Open Space and Parks division. Maintenance (graffiti removal, sanding/staining, and periodic cleaning) will be provided by the City for the life of the bench.

There is a ten-year (10) guarantee of furniture maintenance and plaque replacement. The furniture will be kept in place as long as it is serviceable beyond the 10 year period. When a bench is no longer serviceable, applicants will be advised and given the opportunity to purchase a new bench under the terms and conditions then in effect.

Ordering Process

1. Upon receiving the signed Adopt-a-Park memorial bench application, City staff will contact the donor to discuss bench location options. Forms could be emailed or mailed directly to:

Jeanette Serna
Program Assistant, Open Space, Parks & Golf Division
3201 East Bayshore Road
Palo Alto, CA 94303
Email: Jeanette.Serna@CityofPaloAlto.org
Phone: 650-496-5916

2. City staff will provide donor with a plaque proof.
3. Once a bench location and plaque proof is approved by City staff, donor will submit payment.
4. Upon receipt of payment, City staff will order the plaque/bench.
5. City staff will contact the donor when the plaque/bench is received to discuss the installation timeline.
6. City staff will email the donor a photograph of the memorial bench after installation.
7. City staff will provide the donor with a donation recognition letter.