

## Legacy Bench Program Information



The Legacy Bench Program provides an opportunity to honor, remember and pay tribute to loved ones or life events through the purchase of a park bench which includes a commemorative plaque. Legacy Benches also support the Town of Frisco's efforts to enhance our parks and open space properties while benefiting the entire community.

The Town of Frisco also has a Living Legacy donation program for memorial tree donations. Please fill out the corresponding application at [FriscoGov.com](http://FriscoGov.com). Tree and bench donations cannot be combined.

### Details of the Program:

- Only one bench is allowed per event or individual being commemorated.
- The style of the bench and plaque is pre-determined based on maintaining a consistent bench model throughout the Town of Frisco.
- Bench plaques are 2" x 10" and allow for up to 56 characters.
- Plaque language will be approved by 2 staff members and the Town of Frisco has the right to deny unacceptable language.
  - Limitations on plaque language include:
    - No business advertising may be allowed. However, a business may donate a bench to acknowledge an individual or group.
    - No language may be used that could be considered offensive to the public.
- Location of the bench is on a first come first served basis, with limited or no availability in some areas. Town staff will have final approval of the location.
  - Available locations on Town owned property include:
    - Meadow Creek Park
    - Willow Preserve
    - Kayak Lot
  - All other locations including the Marina, Historic Park and other Town owned properties DO NOT currently have space available for a memorial bench.
- Benches are placed during the summer.
- Benches always remain property of the Town of Frisco.



## **Process:**

1. If you are interested in the program email a completed application form to the Program Manager, Jessica Holley at [JessicaH@townoffrisco.com](mailto:JessicaH@townoffrisco.com).
2. Determine final location with a Public Works representative through a site visit.
3. Submit donation to Town of Frisco.
4. Program manager will order the bench and receive a final proof of the plaque text. Allow 6-8 weeks after final approval for delivery.
5. Plaque will be placed on the bench during manufacturing.
6. Allow for 2-3 weeks after delivery until installation. Notification of installation completion will be sent to the applicant.

## **Program Terms and Costs:**

- Cost is \$2,500
- The donation includes: the bench, plaque, installation and maintenance for the life of the bench.
- Major renovations may alter the exact location of the bench, although the location of the bench will remain near the original site as long as feasible.
- Staff cannot guarantee installation by a set due date because of potential workload issues and unforeseen circumstances.



## Application

\*The more information shared with the Program Manager on this application, the smoother the process.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Preferred method of communication:

\_\_\_\_\_

Plaque Wording (3 line limit with a maximum of 56 characters):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Desired Location (final location to be determined after site visit):

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the Memorial Bench Program Information above.

Signature Required: \_\_\_\_\_