

## **\*\*Municipal Memorial Bench Program Policy\*\***

### **\*\*1. Purpose\*\***

The purpose of the Municipal Memorial Bench Program is to provide an opportunity for residents and organizations to honor the memory of loved ones, community leaders, or significant events by installing memorial benches in public spaces within the municipality. This policy outlines the guidelines and procedures for participating in the program while ensuring the preservation of public spaces and maintaining the community's aesthetics.

### **\*\*2. Eligibility\*\***

2.1 Individuals or groups may apply to participate in the Memorial Bench Program if the person or event being honored has a meaningful connection to the municipality. This connection may be through residency, historical significance, community contributions, or other relevant factors.

2.2 The municipality reserves the right to review and approve all applications based on the eligibility criteria and available space for bench installations.

### **\*\*3. Bench Installation Locations\*\***

3.1 Bench locations must be within public spaces owned or managed by the municipality, such as parks, trails, recreation areas, and other designated sites.

3.2 The municipality will designate specific areas suitable for bench installations, taking into consideration accessibility, safety, and the overall park or landscape design.

### **\*\*4. Bench Specifications\*\***

4.1 All memorial benches must meet the municipality's approved specifications, including materials, dimensions, and design.

4.2 The bench design may include an inscription that honors the individual or event being commemorated. The design and content of the plaque must be in accordance with the municipality's guidelines and subject to approval.

4.3 The responsibility for the fabrication, installation, and maintenance of the memorial bench, lies with the Borough of Keyport.

### **\*\*5. Application Process\*\***

5.1 Applicants must submit a written application to the municipality's Administrative Office, providing a completed application:

5.2 Applications will be reviewed by the Administrative Office for eligibility, adherence to the municipality's guidelines, and available bench space.

### **\*\*6. Approval and Installation\*\***

6.1 Once an application is approved, the applicant will receive written permission.

**\*\*7. Maintenance\*\***

7.1 The Borough of Keyport is responsible for the ongoing maintenance of the memorial bench, including regular inspections, repairs, and cleaning.

7.2 If a memorial bench becomes unsafe or significantly deteriorated over time, the municipality reserves the right to request the applicant to repair or replace it within a specified timeframe.

7.3 The Borough will not assume the cost to replace benches damaged or destroyed due to vandalism or natural occurrences or inclement weather events.

**\*\*8. Program Recognition\*\***

8.1 The municipality may recognize participants and their memorial benches through appropriate means, such as on the municipality's website, park signage, or public events.

**\*\*9. Removal of Benches\*\***

9.1 In exceptional circumstances, such as a safety concern or a significant change in the park's landscape, the municipality reserves the right to relocate or remove a memorial bench.

**\*\*10. Amendments\*\***

10.1 The municipality reserves the right to amend this policy as necessary. Any changes will be communicated to the public and prospective applicants.

**\*\*11. Program Funding\*\***

11.1 The Municipal Memorial Bench Program is a cost-sharing initiative. The applicant bears the cost of bench fabrication, while the municipality may provide support through facilitation, administrative assistance and maintenance subject to budget availability.

**\*\*12. Discretionary Rights\*\***

12.1 The municipality retains discretionary rights in the implementation and management of the Municipal Memorial Bench Program. All decisions regarding eligibility, approvals, and installations will be made at the municipality's discretion.

\*Adopted on [Date] by [Municipality Name]\*

**BOROUGH OF KEYPORT  
 PUBLIC BENCH  
 SPONSORSHIP PROGRAM**

**SUBMIT COMPLETED SPONSORSHIP FORM TO THE BOROUGH ADMINISTRATOR**

70 West Front Street, P.O. Box 60, Keyport, NJ 07735

Phone: (732) 739-5123

Email: [dnellis@keyportonline.com](mailto:dnellis@keyportonline.com)

*The Borough of Keyport has established the public bench sponsorship program to provide the opportunity to commemorate or honor a loved one. Each six (6) foot bench is constructed of weather resistant recycled plastic which can be engraved with two (2) message lines. The cost includes the purchase and installation of the bench, engraving of a two-line message, and sponsorship for a period of ten (10) years.*

*The price of the bench will depend on the amount of lettering as well as the cost of the bench. Please contact Denise Nellis after submitting application for cost.*

*The Borough reserves the right to reject inappropriate, offensive or objectionable messages. Sponsorships are subject to availability and approval of requested location. Colors may vary slightly. Expected installation is 6-8 weeks.*



**32 LETTERS & SPACES MAXIMUM PER LINE ♦ PLEASE PRINT CLEARLY**

LINE 1 | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ |

LINE 2 | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ | \_ |

**REQUESTED LOCATION:** \_\_\_\_\_

**YOUR NAME:** \_\_\_\_\_

**STREET ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**BENCH NUMBER/LOCATION:** \_\_\_\_\_

APPLICATION RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_

PAYMENT RECEIVED: \_\_\_\_\_ BY: \_\_\_\_\_

AMOUNT: **TBD**

Cash

Check #