





**Bench Donation Program Policy** (Please read before signing, this signed document must be included with your application)

1. This policy is designed to enable residents of Great Harbors to support our Great Harbor Green space. Contributions may be acknowledged by a plaque if desired. The plaque is symbolic of the donation and does not entitle the donor to ownership of the particular donated bench.
2. Donation applications will be due by Nov 2019 for spring 2020 installations. Due to the unpredictability of weather, we cannot guarantee a specific installation date within a given season.
3. Complete funding for the donation must be processed before the commencement of any work.
4. There will be one style option available of memorial benches. 6' long recycled plastic slat bench w/backrest, 2 cast-iron supports and end armrest ([DuMor 57-60PL](#))
5. Commemorative plaques are optional. They will be of consistent design and will be placed front side of each bench. A maximum of 4 lines of text and 37 Characters per line is permitted on the bench-mounted plaque. No logos of any kind are permitted on plaques. All Text on Plaques will be reviewed for appropriateness and is subject to approval.
6. The Great Harbors Resident Association retains the right to relocate a donated bench and plaque at any time.
7. A donation period will last the life of the bench. The donated bench will be available for renewal for the cost of a new donation with the first right of refusal given to the original donor. If the original donor opts not to renew, the donated bench and plaque may be removed or rededicated at any time.
8. The exact cost varies depending on the current market price, shipping and installation and upkeep.
9. Great Harbors Resident Association shall not be responsible for loss or damage of any kind. If a bench is stolen or destroyed it will be permanently removed. If possible, the donor will be notified as a courtesy that the bench is no longer in place. If the donors wish to replace a damaged or stolen bench they will need to begin a new application process and pay for the cost of a new bench. The original donor will have the first right of refusal.
10. Full payment must be made at the time the application is submitted.

**My signature below indicates that I have read this document in its entirety and fully understand, and agree to abide by the Great Harbor Bench Donation Policy:**

Signature of Donor: \_\_\_\_\_ Date: \_\_\_\_\_