



## **CITY OF JEFFERSONVILLE, INDIANA PARKS AUTHORITY POLICY**

**POLICY:** Park Memorial Program

**PURPOSE:** To provide a methodology for the control and management of memorial requests in parks owned and operated by the City.

### **PARK MEMORIAL PROGRAM POLICY**

#### **STATEMENT**

The Jeffersonville Parks Authority believes in providing opportunities to all applicants who wish to observe, acknowledge or remember a significant historical event, occasion or individual and to beautify public parks by planting trees, installing site furnishings or amenities.

#### **RESPONSIBILITIES:**

A. The Parks Authority shall:

- (1) Establish the Park Memorial Program Policy and amendments thereto:
- (2) Set the levels of service, guidelines and procedures.

B. The Parks Commission shall ensure the implementation of the Park Memorial Program Policy by:

- (1) Accepting or rejecting submissions for memorials within City owned parks.
- (2) Determining the location of a memorial within City owned parks.
- (3) Allocating and scheduling Parks and Recreation resources
- (4) Obtaining, allocating and scheduling privately held resources.
- (5) Addressing public inquiries.
- (6) Managing the program.
- (7) Maintain department standards for trees, site furnishings and amenities.
- (8) Recommending revisions to the policy on an as needed basis.

## **GUIDELINES**

- (1) All applications for memorials to be located in public parks must be submitted in writing to the Parks Department Director for consideration (Appendix A)
- (2) Donors may choose to have a tree planted or a park furnishing or amenity installed. Any item that is chosen must meet the city's department standard.
- (3) The Parks Department will install all trees, site furnishings and amenities once the donor has made the required donation to the Park Memorial Program. The donation will cover the cost of the amenity and the donor shall enter into a Parks Memorial Program agreement (Appendix B).
- (4) The Parks Department will maintain trees, site furnishings and amenities according to the maintenance schedule for the selected park. Trees will be pruned and maintained to the same standard as other trees in the park.
- (5) The Parks Department may repair vandalized or damaged trees, site furnishings or amenities with full replacement occurring only once. Should repeat vandalism occur, relocation of the amenity may be suggested or the agreement may be cancelled.
- (6) Requests are accepted year-round for memorials. Site furnishings and amenities may be installed May through October. Trees are planted in the spring.
- (7) Memorials, plaque and upright monuments or monuments resembling those typically found in cemeteries may not be installed at a City park facility. Exceptions to this policy are monuments installed by the City commemorating the history and/or dedication of a park facility.
- (8) The Parks Authority has the obligation to maintain the donation only for the expected life cycle of the donation. Donors may be required to enter into a special maintenance agreement at donor's expense if requested by the Parks Authority.
- (9) A military memorial may be authorized only to commemorate a war or a similar major military conflict or a branch of the armed forces. A memorial commemorating a lesser conflict or a unit of an armed force or an individual may not be approved.
- (10) Applications for memorials to pets or to scatter ashes of pets will not be accepted.
- (11) Should donors wish to participate in the planting of a memorial tree, or wish to host a commemorative ceremony, they may make arrangements with the Parks Department to do so. Donors are responsible for all ceremonial costs and arrangements.
- (12) All locations for donations under this policy shall be made by the Parks Commission with recommendations from the donor and the Parks Director.

### APPENDICES:

Appendix "A", Park Memorial Application Form  
Appendix "B",  
Park Memorial Agreement