



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: BENCH POLICY	Policy Number	Page Number: Page 1 of 2
	Date Adopted:	Revised Date:

BACKGROUND:

In response to active interest from family members and friends seeking to install benches, and plaques, in El Dorado County's Park and Trail locations, the Trails Advisory Committee has developed the following Bench and Plaque Policy:

POLICY:

1. This policy will provide the guidelines for donation of benches on county property.

PROCEDURE:

1. All bench requests must go directly to: El Dorado County Chief Administrative Office, 330 Fair Lane, Placerville, CA 95667
2. Locations: **The Chief Administrative Office, Facilities Division, will develop and maintain a** map with site location available in coordination with the Trails Advisory Committee.
3. Installation and Maintenance: **County staff will install all** benches. Cost of the bench will be the actual cost which can vary depending on bench and location. The County will accept a maintenance contribution to insure the upkeep and replacement of the bench in the future. If there has been no maintenance contribution El Dorado County will maintain benches when funding is available. ***Flowers, vegetation, pictures, any religious symbols or religious reference are strictly prohibited on or near the bench site.***



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4. Specifications and Cost: El Dorado County Chief Administrative Office, Facilities Division, shall approve and install all benches. Cost will be the cost of the bench and installation.
5. Plaque Inscription: Inscriptions on bench slats shall be kept to a minimum (*up to two names per plaque*). Plaques are available for purchase from a local awards store. Plaques for benches shall be no larger than 6"x 12" metal and shall be centered on the top slat on the front or back of the bench.
- Example:
- In memory of Jane Doe or
In honor of Jane Doe or
In Appreciation of Jane Doe
- Sponsor by: John Doe Family
Donated by: Friends at Marshall Hospital
6. Other Donation Options:
Please note that there are other opportunities for contributions: Water Fountains, Light Posts, Picnic Benches and Information Posts with trail sponsors listed, will also be considered at select locations.

Primary Department: Chief Administrative Office, Facilities Division.

References: Policy 9.46. Park Rules and Regulations, section 9.46.300 Structures, Encroachments and Signs.