



Anderson Township
Park District

Lasting Gifts Policies

(5/31/2016)

Whether you've experienced the loss of a loved one or are celebrating a joyous occasion, you will want to say "I care" in a very special way. The Anderson Township Park District has a number of opportunities to remember and/or honor a special person or event that will live on for years to come.

ADOPT-A-TREE

The public can dedicate a tree in honor or in memory of a special person or event through the Adopt-A-Tree program. The majority of these trees are located along a park hike / bike trail. An engraved marker will be placed under adopted trees. In most cases, markers will bear an image or inscription that reminds the patron of a person or an event.

1. **Process.** Existing trees are eligible for adoption. A fee of \$250 allows the selection of an existing tree along with an engraved, stone marker. After the Adopt-A-Tree form and payment has been received, the marker will be placed within 2-4 weeks depending on weather.
2. **Tree Markers.** The stones are shaped by nature and are "perfectly imperfect". Over time, weather conditions may cause markers to show wear. Stones will vary by shape and size; current markers are 12"x12", sand-colored stones. The marker will be placed in front of the adopted tree you selected at your requested park.
3. **Engraving.** A maximum of six lines of up to 15 characters per line is permitted on the tree markers. An image may be used in place of 1-2 lines of inscription. Actual amount of text, characters, lines, and image depend on the desired text and sizing. The park district reserves the right to reject any text that may be offensive or not appropriate at a public park.
4. **Locations.** The Adopt-A-Tree program is available at all eight park district parks.
5. **Maintenance.** The park district will provide care and maintenance to the trees consistent with the park district maintenance standards. Damaged or vandalized trees or markers will be repaired or replaced by the park district.
6. **Tree Replacement.** At times, trees may be removed due to damage, disease, or other unforeseen circumstances. If an adopted tree has been removed, the park district will replace the tree in the same location, if possible. If the replacement tree cannot be planted in the same location, the tree will be planted in close proximity.

7. **Notification of Tree Removal.** When trees are removed, a sign will be posted at the removal site stating a new tree will be planted at the next available planting season. The best time to plant trees is mid-spring and mid-fall. In most cases of tree removal, the tree markers will remain in place. If replacement of a tree is scheduled for a later season, then the marker may be removed for safe keeping.
8. **Tree Decorations.** Please refrain from decorating trees in any form or fashion. Placing items on trees poses a risk of damage to the tree. Any items found on trees will be removed on the 15th and 30th of each month and may be retrieved by calling the park office at 513-474-0003. Items may be removed sooner at the discretion of park staff if damage has been or is being done to the tree. Glass items are not permitted. The park district is not responsible for lost, stolen, damaged, or missing items on trees or tree markers.
9. **Plant Materials and Objects.** We discourage the placement of items under the trees. Additional memorial items such as plant material or other objects found around or near the tree will be removed at the discretion of park staff based on the items and the condition of the items. While we discourage planting of flowers, only annual flowers (those with a seasonal lifespan) may be planted. All watering, weeding, and general upkeep of these annuals is the sole responsibility of the planter. Any plants, which appear unhealthy, may be removed at the discretion of the park staff. Vases, urns, glass items, and potted flowers or plants are not permitted. The park district is not responsible for lost, stolen, damaged, or missing items on trees or tree markers.
10. **Tree or Marker Issues.** Should you notice any issues with a tree or marker, please notify the park office at 513-474-0003.

ADOPT-A-BENCH

A personalized engraved park bench makes a great gift for any occasions such as: births, weddings, graduations, anniversaries, Bar/Bat Mitzvahs, first communions, memorials, or honorariums. Benches are usually located along the hike / bike trails or playgrounds. The desired inscription will be placed on a 2"x10" plaque and secured to the bench.

1. **Process.** A fee of \$1,500 allows the park district to purchase a bench. The bench will come with a 2"x10" plaque to be engraved with your desired inscription. With staff approval, you will be able to select the placement of your bench at one of the eight park district parks. After the form and payment has been received, the bench and plaque will be placed within 2-4 weeks, depending on weather.
2. **Engraving.** A maximum of two lines of up to 42 characters per line is permitted on the bench plaque. The park district reserved the right to reject any text that may be offensive or not appropriate at a public park.

3. **Locations.** With staff approval, you may select the location of your bench along a hike / bike trail or a playground at any of the eight park district parks.
4. **Maintenance.** The park district will provide care and maintenance of the bench and plaque. Damaged or vandalized benches or plaques will be repaired or replaced by the park district.
5. **Bench Removal.** Benches may need to be moved during park renovations. Notifications will be posted in advance at or near the bench and online at AndersonParks.com.
6. **Bench Decorations and Plant Materials.** Because of frequent use, park benches are not permitted to be decorated. Plant materials are not permitted to be planted around or near benches. Most benches are under tree canopies or on concrete pads and do not allow for additional plants to grow and flourish.
7. **Bench or Plaque Issues.** Should you notice any issues with a bench or plaque, please notify the park office at 513-474-0003.

AMPHITHEATER SEAT / BUY-A-BRICK

The seating wall in front of the amphitheater at Beech Acres Park is available to create a lasting gift for any occasion. This gift allows a personalized engraving on top of a 30" section of the seat wall.

You may also purchase a brick to honor a special loved one or man's best friend with an engraved brick placed at either Beech Acres Park (playground, Peace Pole, or Skatepark) or at the Kellogg Park Dog Field.

1. **Amphitheater Process.** A fee of \$1,000 allows the park district to engrave your desired inscription onto a 30" section of seating on top of the Beech Acres Park Amphitheater seat wall.

Buy-A-Brick Process. A 4"x8" brick can be purchased for \$100 and an 8"x16" brick at the Skatepark is \$250. Each brick will be engraved with your desired inscription.

After the form and payment has been received, the seat and/or brick will be placed within 2-4 weeks, depending on weather.

2. **Engraving.** The park district reserves the right to reject any text that may be offensive or not appropriate at a public park. Pending the size of characters, text guidelines are as follows:
 - a. Amphitheater Seat: 5 lines of text, up to 30 characters per line
 - b. 8"x16" Skatepark Brick: 6-8 lines of text, up to 14 characters per line
 - c. 4"x8" Brick: 3 lines of text, up to 14 characters per line

3. **Locations.** With staff approval, you may select the location of your amphitheater seat. Brick locations may be selected at the Skatepark, Peace Pole, and playground at Beech Acres Park and at the entrance to the Kellogg Park Dog Field.
4. **Maintenance.** The park district will provide care and maintenance of the amphitheater seat and brick. Damaged or vandalized seats or bricks will be repaired or replaced by the park district.
5. **Brick Removal.** Bricks may need to be moved during park renovations. Notifications will be posted in advance at or near the brick locations and online at AndersonParks.com.
6. **Amphitheater Seat Decorations.** Because of the frequent use, amphitheater seats are not permitted to be decorated.
7. **Amphitheater Seat or Brick Issues.** Should you notice any issues with an amphitheater seat or brick, please notify the park office at 513-474-0003.