

**Overland Park Arboretum & Botanical Gardens**  
**Bench Donation Policy**

Updated August 17, 2017

This policy serves to assure your satisfaction as a donor as well as maintain the desired image of the Arboretum & Botanical Gardens. Your donation covers not only the purchase and installation of a bench plus a plaque to be installed near or on the bench. It also provide some funds to maintain the beauty of the area surrounding the bench. Thank you in advance for supporting the Overland Park Arboretum & Botanical Gardens.

1. Bench prices are those noted in the inventory and vary depending on the style of bench and the location of the bench.
2. The Arboretum Supervisor determines the location and style bench.
3. Plaques will be mounted on the bench with appropriate wording acknowledging the person being honored.
  - a. Plaque style will follow the guidelines for the particular style of bench.
  - b. Wording on the plaques should follow guidelines set forth for the particular style of bench. The guidelines include number of lines of text and characters per line.
  - c. Logos and other line drawings are prohibited.
  - d. Social media addresses are prohibited.
4. The donation ensures acknowledgement for a period of 10 years.
5. The Arboretum and the Friends of the Arboretum will repair or replace benches that are damaged or destroyed for a period of 10 years.
6. As the Arboretum develops, it may be necessary to relocate or change the style of the bench. Every effort will be made to contact the donor with information impacting the donation. If needed the Arboretum Supervisor and donor will work in concert to select a new location.
7. After 10 years, the donor is provided the first opportunity to renew the donation at the current amount.
8. If the donation is not renewed, the bench is returned to the inventory of options for other donors.
9. The area around the bench will be maintained as appropriate for the location.
10. Decorations may not be placed at the Arboretum.

**Bench Plaque specifications**

- I. There are maximum 4 lines with a maximum of 30 characters each line. Characters include spaces and punctuation. If there is a blank line between lines of text, that constitutes a line.
- II. Logos and other line drawings are prohibited.
- III. Social media addresses are prohibited.
- IV. The plaque will be approximately five inches wide by two inches tall.
- V. The plaque will be fabricated from either photo metal zinc or zinc with raised letters and a leatherette background, depending on the type of bench. In the gardens, the Dragonfly, teak and recycled lumber benches will receive a photo-metal plaque. Stone benches will receive a zinc plaque with raised letters.
- VI. The plaque will be placed either on the front side of the bench back or on the front side of the bench, below the seat.