

Kettle Moraine State Forest – Lapham Peak Unit  
Friends of Lapham Peak, Inc.

### **Memorial Bench Policy**

**Acceptance Date: 09/07/2017**

This policy provides guidance for the placement of memorial benches within Lapham Peak Unit to honor, or “in memory of”, individual(s) for an initial term of 15 years.

### **Overview**

Lapham Peak is an 1100 acre day use property that serves approximately 500,000 visitors annually. Due to frequent visitation and its close proximity to a large urban populous, memorial benches have become a common request. This policy will help guide acceptance of future requests in a fair, consistent and timely fashion.

The Lapham Peak Property Staff, in cooperation with the Friends of Lapham Peak will carry out all requests in accordance with these policies and procedures. Changes to this policy for subsequent bench installations may be made at any time and must be agreed to by both the Property Manager and the Friends Group Board of Directors

### **Point of Contact**

The Lapham Peak Property Manager shall be the point of contact for all memorial bench requests, plaque production and installation. The Property Manager shall maintain sole discretion of acceptable memorial bench locations on Lapham Peak Property. The Friends Group will continue to assist with construction of the benches and covering all related expenses.

### **Donation**

The minimum donation necessary to place a memorial bench at Lapham Peak is **\$2,000.00**. Receipt of this payment will provide one (1) memorial bench that includes a single 5”x8” bronze memorial plaque and installation at an approved and predetermined location.

Payment must be made in its entirety prior to the bench being constructed and installed. It is non-refundable. However, the payment does not have to be made until a location is agreed upon.

The funds collected for memorial benches will pay for the cost of materials, assembly, installation and maintenance, repair and potential replacement with the balance used at the discretion of the Friends Group for a wide variety of property improvement projects. If the person(s) wishes to donate more than the base cost, they may specify which project(s) the additional money goes towards.

### **Memorial Bench Design**

In order to provide a consistent look that is not only functional yet practical in the sense of blending in with the natural surroundings, only one bench design will be considered for placement. The final design is at the sole discretion of the Property Manager. At this time the bench design depicted in Attachment A shall be the only design considered.

### **Memorial Plaque**

All desired wording must fit on the standard 5”x8” bronze memorial plaque. Any font style found on Microsoft Word is acceptable but font size is limited by the current manufacturer.

**NOTE:** If the Donor Group wishes to have a larger plaque in order to fit the desired text; that is acceptable, provided they pay the additional cost and the height of the plaque does not exceed 5”.

### **Location**

The only acceptable locations are:

1. Replacement of an existing bench that DOES NOT have a backrest
2. An existing bench WITH a backrest that has NOT been previously selected AND paid for by another individual/group as a Memorial Bench

Available location sites will be updated on an annual basis. A review of the inventory of each memorial plaque and its associated bench location will be completed at that time. As of September 1, 2017 there are approximately 30 locations available for consideration. The Property Manager has the sole discretion as to where any additional benches may be placed.

**NOTE:** If the bench is located along a trail that is groomed during the winter cross-country ski season, the donor individual/group members must either ski to the bench location or make arrangements with the Property Manager prior to visiting on foot during all times in which the trails are groomed.

### **Installation**

Two options are available for installation – By an individual(s) of the group donating the bench or by property staff

If done by property staff, those requesting a memorial bench agree to a 6 month installation period as seasonal workloads and weather dictate when a bench can be properly installed. If this deadline cannot be met, the Property Manager will notify the Donor Group to explain and make all attempts possible to install it as soon as possible.

**NOTE:** Cooperation on the part of the Donor/ Donor Group is necessary to facilitate the bronze memorial plaque wording, production and installation. Therefore the Installation timeline only pertains to the actual placement of the memorial bench. Property Staff and the Friends Group will not be held accountable for any manufacturer delays of the bronze plaque.

**Care/Maintenance/Replacement**

Property staff, in cooperation with the Friends of Lapham Peak, will maintain and repair all minor damage and/or replace the bench once for a term of 15 years. This obligation will run to the end of the year of that term

**Renewal Term**

At the end of the Calendar Year in which that the initial term ends, the Donor/Donor Group must provide another donation in the amount established as the Renewal Rate at the time of renewal. **NOTE:** It is the responsibility of the Donor/Donor Group to notify the Property Manager and/or Friends of Lapham Peak of its interest in a renewal

**Grandfather Clause**

For those groups or individuals who have placed a bench prior to this policy being implemented a Grandfather Clause will allow those benches to remain on property for 15 years at which point an attempt will be made to contact the Donor/Donor Group. If no contact is made, the plaque will be removed and placed into storage. Those locations will then become available.

**Information Needed (To Be Kept On File)**

Date of the Request	
Donor Name (Group or Individual)	
Donor Representative Name	
Mailing Address	
Phone Number	
Email Address	
Name of Memorial	
Location of Bench	
Date of Donation/Payment Received	

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Date Bench Installed	
Date Plaque Wording Received	
Date Plaque Proof Email Sent	
Date Plaque Approval Received	
Date Plaque Received	
Date Plaque Installed	
Official Completion Email Sent	
Initial Term Expiration Date	
Special Instructions/Notes	

**NOTE:** It is the responsibility of the Donor Group to notify the Property Manager and/or Friends of Lapham Peak if any contact information changes.

**Potential Alternatives to Memorial Bench**

Memorial Picnic Tables – Memorial Plaque is the responsibility of the donor individual/group

Butterfly Garden Memorial Pavers

Memorial Trees – Memorial Plaque is the responsibility of the donor individual/group

Donor/Donor Group: \_\_\_\_\_

Date Agreement Executed: \_\_\_\_\_

Lapham Peak Property Manager Approval: \_\_\_\_\_