

ROCHESTER PARK AND RECREATION DEPARTMENT

POLICY REGARDING RECOGNITION PLAQUES – CITY PARKS

The Park and Recreation Department is the recipient of numerous donations during the course of the year. These donations often take the form of memorial trees, benches, picnic tables, planters, shrubbery or pieces of playground. The following administrative policy is to provide consistency in the way the department addresses donor requests to have these donations / memorials recognized.

Recognition signs should be either routed / etched flat stone flush mounted with the ground or bronze plaques. The cost of the plaque / cut stone as well as the installation is the responsibility of the donor. The Park Department reserves the right to review and approve the text prior to the plaque being installed as well as the installation technique being proposed. Plaques are generally to be 12" x 12" and contain up to 25 letters and be flush mounted with the ground or building if wall mounting is approved by Park Department. No upright post installations are permitted. No hand painted or routed wood signs are allowed.

Park Department does not replace damaged or stolen plaques and will remove plaques that are damaged and present a hazard to public.

SEPT 2003