

CITY OF GALENA, ILLINOIS

101 Green Street, PO Box 310, Galena, Illinois 61036



Donation of Benches and Picnic Tables

Policy Details:

The City of Galena accepts donations for the placement for benches and picnic tables in public places. Donations are accepted according to the following conditions:

1. The applicant must complete this form to initiate review of the donation request;
2. The applicant may request a location for the bench or table, but the final location will be a joint decision of the Director of Public Works, Facilities Manager and City Administrator. The review committee may request a recommendation from the Historic Preservation Commission. The location decision shall consider the number and location of existing benches and tables in the requested park or location;
3. The City will not be obligated to replace a bench or table due to vandalism, theft or jeopardy to public safety resulting from deterioration;
4. A donation of an amount equal to the cost of the bench or table, plaque, concrete slab (if not already in place), and all labor is required for each approved bench or table. The bench or table will conform to the standard specification of the City. Benches shall generally be 6 feet long, steel with a black powder coated finish. Tables shall generally be steel with powder coated finish;
5. The City will be responsible for purchasing and installing the bench or table and any necessary concrete surface.
6. The bench or table shall become the property of the City of Galena and the City retains the right to relocate the bench to an alternate site if and when it is considered necessary to do so;
7. Each approved applicant will, at his or her option, be entitled to a single bronze plaque not to exceed 3" x 12" memorializing the special contribution to the City. The plaque will be mounted on the bench or table or flush in the concrete slab. The text on the plaque may include the name of the donor, the name(s) of the person(s) the donor wishes to memorialize or recognize, and relevant dates;
8. Anonymous donations cannot be accepted.

Donation of Benches and Picnic Tables Application:

Name of Applicant: _____ Phone #: _____

Address: _____
City State Zip

Number of benches or tables requested: _____ Total Cost (please consult with City staff) \$ _____

Requested location for bench(s) or table(s): _____

Optional: Requested text for plaque (limit to 75 characters): _____

Applicant's Signature Date