



Parks, Arts & Recreation

Memorial Tree and Bench Program

A donation of a tree or bench improves Olympia Parks, creates a sense of ownership, and provides a meaningful amenity that park users can enjoy and appreciate for years to come. The memorial program offers a unique way to remember a loved one with a lasting tribute. This program is designed to assist Olympia Parks, through donor funding, in installing benches and planting trees in identified appropriate and suitable locations.

Memorial Tree Program

- Donations to the Memorial Tree Program fund the purchase and ongoing maintenance of trees in the City of Olympia Parks.



Contribution Levels

- **\$700 – Tree with Memorial Plaque:** Includes the purchase and maintenance of a new tree in a City of Olympia Park for a minimum of ten years, along with an inscribed plaque at its base. **Memorial trees with plaques are limited to locations where staff have identified a need for placement.**
- **\$400 – Tree Only:** Includes the purchase and maintenance of a new tree in a City of Olympia Park for ten years. **Memorial trees are limited to locations where staff have identified a need for placement.**

Donor Recognition

For donations of \$700 to the Memorial Tree Program, OPARD will install an inscribed plaque at the tree's base.

- Plaques are 3x5 inches, printed on black anodized aluminum, the first three lines of text will be reserved for the donor, and the fourth line of text will identify the tree by its common and scientific name. Each line of text may include up to 25 characters, including spaces.
- The plaque inscription must be approved by the OPARD Director or their designee. ***Plaques may not memorialize living individuals.***
- ***No ashes or remains may be buried at the trees planting site.***

Maintenance

- OPARD will make every reasonable effort to maintain your tree and plaque. However, we are not responsible for acts of nature, tree survivability, damage, or vandalism. At the City's sole discretion, memorial trees may be replaced or relocated, but there is no obligation to do so. Staff will make a reasonable effort to notify the original donor if the tree is to be relocated or removed.
- To ensure the lasting beauty of our memorial sites non-organic items like photos, plastic flowers and beads, are not permitted and will be respectfully removed by staff.

Tree Selection

- Final determination of tree species, location, and planting will be made and accomplished by OPARD. Trees will typically be planted during the fall and spring planting seasons and may be ordered at any time. ***Please note: Some locations may not be available.*** We appreciate your interest!

Memorial Bench Program

Donations to the Memorial Bench Program support the installation, refurbishment, and ongoing maintenance of benches in Olympia's parks.



Contribution Levels

- **\$5,000 – Memorial Bench:** Includes installation and basic maintenance of a new park bench in a City of Olympia Park for a minimum of ten years. Memorial benches are 4 feet in length, constructed of a composite material in a cedar color, and mounted on a black powder coated frame with no arm rests.
- ***Memorial benches are limited to locations where staff have identified a need for placement.***

Donor Recognition

In recognition of donations to the Memorial Bench Program, OPARD will install an embedded plaque on the donor's selected bench.

- Plaques are bronze, approximately 2x10 inches, and may contain up to four lines of text. Each line of text may include up to 30 characters including spaces.
- The plaque inscription must be approved by the OPARD Director or their designee. ***Plaques may not memorialize living individuals.***
- ***No ashes or remains may be buried with the installation of the bench.***

Maintenance

- OPARD will make every reasonable effort to maintain your bench. However, we are not responsible for acts of nature, damage, or vandalism. At the City's sole discretion, memorial benches may be removed, repaired, or replaced, and there is no obligation to do so. Staff will make a reasonable effort to notify the donor if the bench is removed or relocated.
- To ensure the lasting beauty of our memorial sites non-organic items like photos, plastic flowers and beads, are not permitted and will be respectfully removed by staff.

Bench Selection

- Final determination of bench location will be made and accomplished by OPARD. ***Please note: Some locations may not be available.*** We appreciate your interest!

Memorial Bench and Tree Program Application



Applications for the program open annually on January 2. OPARD will install a maximum of three memorial benches and five memorial trees per year, based on the order in which applications are received. Two additional applications per program (bench and tree) will be held on a waitlist, in case a prior approved application is withdrawn, or payment is not received. Waitlist applications will roll over to the following year if not selected in the year they were submitted. Program availability is dependent upon resources and suitable locations.

For more information, please contact olympiaparks@ci.olympia.wa.us or call 360.753.8380.

Application Contact

Primary Contact First Name		Primary Contact Last Name	
Organization Name (if applicable)		Organization Website (if applicable)	
Primary Contact Address		City	Zip
Organization Address (if different)		City	Zip
Primary Phone	Secondary Phone		E-Mail Address

Please Select Your Contribution Level:

- ☐ **\$5,000 – Memorial Bench:** Includes installation and basic maintenance of a new park bench in a City of Olympia Park for ten years. Memorial benches are limited to locations where staff have identified a need for placement.
- ☐ **\$700 – Tree with Memorial Plaque:** Includes the purchase and maintenance of a new tree in a City of Olympia Park for ten years along with an inscribed plaque at its base. Memorial trees are limited to locations where staff have identified a need for placement.
- ☐ **\$400 – Memorial Tree Only:** Includes the purchase and maintenance of a new tree in a City of Olympia Park for ten years. Memorial trees are limited to locations where staff have identified a need for placement.

Park Locations:

Armory, Bigelow, Bigelow Springs, Burri, Decatur Woods, East Bay Waterfront, Evergreen, Friendly Grove, Grass Lakes Nature Park, Harry Fain's Legion, Kettle View, LBA, Lions, Madison Scenic, Margaret McKenny, Mcgrath Woods, Percival Landing, Rebecca Howard, **Squaxin Park****, Steven's Field, Sunrise, Ward Lake Dog Park, West Bay, Woodruff, Yauger, Yelm Highway Community Park

****No additional trees with plaques allowed**

Preferred Park Request: _____

Secondary Park Request: _____

Requested Tree inscription (May contain three lines of text. Each line of text may include up to 25 characters, including spaces.)

Requested Bench inscription (May contain four lines of text. Each line of text may contain up to 30 characters, including spaces.)

Acknowledgment and Signature:

I have read the complete application packet, including the application information. To my knowledge, this application is accurate and complete. I understand the City of Olympia may request additional information in order to process this application.

I understand that once filed with the City, this application is a public document.

I certify that I am authorized to sign this application on behalf of the applicant/organization.

Signature: _____ Date Signed: _____

Return the application via

Email: olympiaparks@ci.olympia.wa.us

Mail/Deliver: 222 Columbia St NW, Olympia, WA 98501

Fax: 360.570.5853

DEPARTMENT USE ONLY

Application Complete:	YES	NO	Application Approved?	YES	NO
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Approved By: _____	Date: _____	Fees due: _____
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Notes: _____
