



Parks, Arts & Recreation

Memorial Bench and Tree Program

A donation of a tree or bench improves our 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 is a unique way to remember a loved one or a special occasion with a lasting tribute. The program is designed to assist the City, through donor funding, to plant trees and install benches in locations that have been identified as appropriate and suitable.



Memorial Bench Program

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

Contribution Levels

- *\$7,500 – New Bench:* includes installation and basic maintenance of a new park bench in a City of Olympia park for ten years. New benches are limited to locations where staff have identified a need to place one.
- *\$5,000 – Donation Renewal:* includes refurbishment and basic maintenance of a dedicated park bench for an additional ten years.

Donor Recognition

In recognition of donations to the Memorial Bench Program, OPARD will install, at no additional cost, an imbedded plaque at the donor's selected bench.

- Plaques are bronze, approximately 2 x 10 inches, and may contain up to 100 characters.

- Plaques remain at dedicated benches for ten years, with the option to renew donations for an additional decade of care.
- The plaque inscription must be approved by the OPARD Director or their designee. Plaques may not memorialize persons who are still living.



Bench Selection

Browse a map of the available park bench locations [here](#). OPARD staff will work with donors to confirm bench style and location. We appreciate your interest!

Maintenance

- OPARD will make every reasonable effort to maintain your bench but will not be responsible for acts of nature, damage or vandalism. At the City's sole and absolute discretion, the City may remove, repair or replace benches but shall not be required to replace or repair.
- Non-perishable items, such as photos, plastic flowers and beads, are not permitted and will be removed.

Application Process

You may submit [applications](#) to the Bench Program each year, starting January 2. OPARD will accept the first three applications each year, and two additional applications for our waitlist. Bench installations and refurbishments are completed throughout the year in the order that donations are received. The memorial bench program is dependent upon resources and availability of suitable locations.

Memorial Tree Program

Donations to the Memorial Tree Program support the purchase and ongoing maintenance of trees in Olympia's parks.

Contribution Levels

- *\$1,000 – Tree with Memorial Brick:* includes the purchase and maintenance of a new tree in a City of Olympia park for ten years along with an inscribed brick paver at the base of the tree. New trees are limited to locations where staff have identified a need to place one.
- *\$700 – Donation Renewal:* includes refurbishment and basic maintenance of a dedicated tree and brick for an additional ten years.
- *\$300 – Tree Only:* includes the purchase and maintenance of a new tree in a City of Olympia park for ten years. New trees are limited to locations where staff have identified a need to place one.

Donor Recognition

In recognition of donations to the Memorial Tree Program at the \$1,000 level, OPARD will install, at no additional cost, an inscribed brick at the base of the tree.

- Brick pavers are 4 x 8 inches and may contain three lines of text. Each line of text may include up to 20 characters, including spaces.
- The brick inscription must be approved by the OPARD Director or their designee.



Tree Selection

- Browse a map of the available park tree locations [here](#). OPARD staff will work with donors to confirm tree selections. *For non-irrigated sites, donor is responsible for watering newly planted trees weekly during summer months for the first three years.*
- Final determination on tree species, location and planting will be determined and accomplished by OPARD. Trees will typically be planted during the fall and spring planting seasons but may be ordered at any time. *Some locations may not be available.*

Maintenance

- OPARD will make every reasonable effort to maintain your tree and brick but will not be responsible for acts of nature, survivability of trees, damage or vandalism. At the City's sole and absolute discretion, the City may replace or relocate memorial trees but shall not be required to replace or relocate.
- Non-perishable items, such as photos, plastic flowers and beads, are not permitted and will be removed.

Application Process

You may submit [applications](#) to the Tree Program each year, starting January 2. OPARD will accept the first three applications each year, and two additional applications for our waitlist. Tree installations are completed typically in spring and fall in the order that donations are received. The memorial tree program is dependent upon resources and availability of suitable locations.

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

Memorial Bench and Tree Program Application

You may submit an [application](#) to the program each year, starting January 2. OPARD will install a maximum of 3 memorial benches and 3 memorial trees per year based on order of received applications and resources/availability of product and locations. Two additional applications per program (bench and tree) will be held in the event that a prior approved application is withdrawn, or payment is not received. Waitlist applications will be rolled over to the next year if not selected in the year they were submitted. The program is dependent upon resources and availability of suitable locations.



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:

- ☐ **\$7,500 – New Bench:** includes installation and basic maintenance of a new park bench in a City of Olympia park for ten years. New benches are limited to locations where staff have identified a need to place one.
- ☐ **\$5,000 – Bench Donation Renewal:** includes refurbishment and basic maintenance of a dedicated park bench for an additional ten years.
- ☐ **\$1,000 – Tree with Memorial Brick:** includes the purchase and maintenance of a new tree in a City of Olympia park for ten years along with an inscribed brick paver at the base of the tree. New trees are limited to locations where staff have identified a need to place one.
- ☐ **\$700 – Tree with Memorial Brick Donation Renewal:** includes refurbishment and basic maintenance of a dedicated tree and brick for an additional ten years.
- ☐ **\$300 – Tree Only:** includes the purchase and maintenance of a new tree in a City of Olympia park for ten years. New trees are limited to locations where staff have identified a need to place one.

Please Select Your Preferred Park Location:

- Browse a map of the available park bench locations [here](#).
- Browse a map of the available park tree locations [here](#).

Preferred Park Request: _____

Secondary Park Request: _____

Requested BENCH inscription (May contain up to 100 characters.)

Requested TREE inscription (May contain three lines of text. Each line of text may include up to 20 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

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|-----------------------|-----|----|-----------------------|-----|----|
| Application Complete: | YES | NO | Application Approved? | YES | NO |
|-----------------------|-----|----|-----------------------|-----|----|

| | | |
|--------------------|-------------|-----------------|
| Approved By: _____ | Date: _____ | Fees due: _____ |
|--------------------|-------------|-----------------|

Notes: _____
