

CITY OF CHERRY HILLS VILLAGE

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Village Center
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Parks, Trails, and Recreation Bench Donations/Dedications

The City of Cherry Hills Village has a bench donation program to allow families to honor or remember their loved ones. The Parks, Trails, and Recreation Commission and City Council approve all bench donations.

Bench Information:

- The person to whom the bench is dedicated must have some connection to Cherry Hills Village.
- Required donation amount: \$1,500.00 (fee includes: cost of bench, plaque, and long-term maintenance of the bench).
- Cherry Hills Village uses sandstone benches throughout the City.
- Dedications must fit on a bronze plaque (three by six inches) affixed to the bench.

Process:

1. Contact the Parks Operations Supervisor to discuss possible locations, keeping in mind that there are some restrictions due to maintenance, traffic, and jurisdiction issues. New sites along the High Line Canal are no longer available through the City; please contact the High Line Canal Conservancy for benches adjacent to the canal.
2. Once the preferred location has been chosen, the Parks Operation Supervisor will connect the applicant with the Parks Project & Operations Manager. The applicant will need to provide:
 - a. Desired wording to appear on the bench plaque (3"x6")
 - b. Background information about their loved one that they would like to include for the Parks Commission and City Council as both consider the donation.
3. The donation will be scheduled for consideration at the next upcoming meetings.
 - a. The Parks, Trails, and Recreation Commission meets the second Thursday of each month and provides a recommendation for City Council.
 - b. City Council meets the first and third Thursdays of each month and has final approval of the donation.
 - c. Family members are welcome to attend either or both meetings, but there is no obligation to do so.
 - d. Meeting packets are posted about a week prior to each meeting. Staff will expedite the process as much as possible, but **often the donation process can take two months from submission to final City Council approval.**

4. Following City Council approval, staff will accept the donation check from the applicant, order the bench, and order the plaque. Bench installation can typically occur within two weeks, but plaques can take 4-6 weeks for engraving and shipping.

Maintenance:

The Parks Division will maintain the bench, if needed. The City will accept donations toward such costs. For bench maintenance, please provide the name and contact information for any upkeep / updating communications. If there is no contact person, the Parks Division will make replacement decisions to replicate the original design as closely as possible.