Public Memorial Policy

Policy Objective: To provide a standardized way that the Town of Lovettsville can facilitate the honor and remembrance of its residents and civic groups in recognition of their contributions and impacts on the community.

Intent: This policy intends to provide guidance for constituents seeking memorial benches or public fixtures and for the Town Council of Lovettsville to evaluate requests. This policy seeks to balance public demand for the recognition of constituent individuals and organizations with the public benefit and aesthetic of its public spaces.

1. Scope of the Policy

When loved ones die, friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a bench which not only honors their memory, but provides a beautiful and functional improvement to our public environment.

This policy sets out how the Town of Lovettsville approves memorial benches, who is responsible for their upkeep, and what is expected from the donor and the Town.

The Town of Lovettsville will always endeavor to be respectful, sympathetic and fair towards those donating benches, to balance the needs of facility users, and to maintain the high quality of its open spaces.

The policy sets out who is responsible for maintenance, repair and replacement. This aim, wherever possible, will be to minimize the impact on public funds.

This policy covers broad common issues and is not meant to be exhaustive.

The policy covers memorial benches and plaques. The Town of Lovettsville does not accept applications for memorial benches for pets.

2. Terms and Conditions

All memorial benches will be situated within town-owned public spaces. All memorial benches will remain the property and responsibility of the town, for use by the public.

The memorial bench is therefore considered a donation from the applicant to the Town of Lovettsville, meaning the public has full, unimpeded access to and use of the bench.

When the Town of Lovettsville agrees to install a memorial bench, they are bought by the family members or friends and are donated to the Town. The bench then becomes the property of the Town.

3. Processing the application

The Town of Lovettsville's website will provide information about the memorial benches and an enquiry form for those interested in donating a memorial bench.

The application for donating a bench must be made on a PDF application form, which can be downloaded from the Town of Lovettsville's website. The Town's URL is https://www.lovettsvilleva.gov

DRAFT

The Town of Lovettsville will endeavor to accommodate any reasonable requests for the installation of memorial benches on town-owned property only.

Requests may not be able to be fulfilled if the location is unsuitable due to over-population of trees or benches, or any other material factors.

Only benches suitable, in-keeping to the immediate surrounds, and benches of a robust design from an approved supplier will be considered.

4. Cost of the bench

The family member or applicant must purchase the memorial bench.

The delivery of the bench may incur an additional cost, which will be agreed with the family member or the applicant before the installation.

It will be documented on the Town of Lovettsville's website, that it is expected that the selected memorial bench will match the current aesthetic standards for the Town of Lovettsville.

It is recommended that the family member or applicant shouldn't order or purchase a memorial bench until they have received written confirmation from the Town of Lovettsville that their application has been approved.

5. Installing of the memorial bench

Arrangements for installing the bench will be made directly by the Town of Lovettsville once the selected application has been approved by the Town.

The Town of Lovettsville prepares the site for the bench, coordinates the receipt of the bench, and confirms assembly.

The family member or the applicant is notified that the memorial bench is in place.

6. Memorial Plaques TBD

7. Vetting

For the purpose of vetting, the Town of Lovettsville will utilize a PDF questionnaire that the family member or applicant needs to complete. The questionnaire PDF resides on the Town of Lovettsville's web-site.

8. Limit the number of memorial benches:

The limits pertain to the current space available on the town's property, not by the number of applications received.

The Town of Lovettsville may limit the number of memorial benches in particular areas and applicants will be advised at the time of application if this is the case.

Commemorative plaques can be affixed to a memorial bench, subject to agreeing a size, wording and specification with the Town of Lovettsville.

Plaques may be subjected to vandalism. Any replacement costs will need to be met by the donor.

DRAFT

9. Maintenance Standard

Should maintenance or replacement be required, the family or the applicant requesting the memorial will be responsible. If the family or applicant requesting the memorial cannot be contacted or cannot replace or repair, the Town of Lovettsville has the authority to remove it.

In cases where the bench must be removed for a period, for instance in cases of road work, the Town will aim to make the family or applicant aware of this, however, in times of emergency this may not be possible.

By donating a memorial bench, the family or applicant is accepting that they have no preferential claim over it and that it is for general public use.

Only town approved plaques are permitted. By requesting a plaque, the applicant is accepting that they are not permitted to supply or affix their own plaque to any bench.

10. Who should apply for a memorial bench

For example, a memorial bench may be for:

- generationally, someone that had historical roots, that is a life-time resident of Lovettsville,
- an impact resident that had a disproportionate impact on the town, that leaves an indelible, positive mark on all of us.
- a major contribution, or a major notoriety
- to commemorate a special group or event.
- to recognizing the loss of a loved one in the community.

The Town of Lovettsville allows one bench individual being commemorated.

Memorial Benches may commemorate people who are alive or deceased.

Memorial benches will only be considered from applicants who can demonstrate a close tie with the person, resident or group being commemorated. The Town of Lovettsville reserves the right to refuse a memorial bench should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.

11. What are the memorial objects

Memorial benches or plaques are the only objects that pertain to the said policy.

The Town of Lovettsville will only source high quality/durable benches.

The Town of Lovettsville reserves the right to re-site or remove any bench that it deems to be unsafe, unrepairable, or for other reasons.

12. Limits

The limits pertain to the public open space currently available in the Town of Lovettsville.

The Town of Lovettsville may limit the number of memorial benches in particular areas and the applicants will be advised at the time of application if this is the case.

The exact location, in which the bench will be placed, is determined by the Town of Lovettsville, and dependent on need and availability. While the Town will try to locate a bench at a requested site, due to the popularity of some locations, this cannot be guaranteed.

DRAFT

The applicant or family member shall not be permitted to undertake any maintenance of the memorial bench.

The Town of Lovettsville accepts no liability for replacing a bench at the end of its useful life. When a bench has been disposed, the commemoration will automatically cease. In the event that the Town installs a new bench or at the same location, it reserves the right to agree on a commemoration with a new donor.

DRAFT