

POLICY #470

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA POLICY GOVERNING REQUESTS FOR MEMORIALS IN SERVICE AREA PARKS AND FACILITIES

REFERENCE:

Salt Lake County Parks and Recreation Policy Governing Memorial Requests in Parks and Recreation Facilities.

PURPOSE:

To establish guidelines, practices, and procedure for the Service Area in evaluating and approving Memorial requests in Cottonwood Heights Parks and Recreation Service Area parks and facilities.

SECTION I: DEFINITIONS:

Memorial Request: Is a request received by the Service Area administration to place a monument at a specific location in remembrance of a person.

SECTION II: POLICY:

- 2.0 The Cottonwood Heights Parks and Recreation Service Area may accept requests in the form of tree(s), bench(s), plaque(s), and/or picnic table(s) per this policy. Other suggested memorials will be evaluated on a case by case basis.
 - 2.01 Trees shall be a minimum of 25 gallons and 2 inch caliper.
 - 2.02 Bench(s) and picnic table (s) must be in compliance with current Service Area standards.
 - 2.03 All plaques must be made of bronze or cast aluminum and meet the approval of the Service Area with a maximum size of 18" X 24".
 - 2.04 All wording on a proposed plaque(s) must meet Service Area approval being tasteful and subtle with no obscene or potentially offensive text.
- 2.1 The Cottonwood Heights Parks and Recreation Service Area reserves the right to refuse or deny any memorial request or donation if it feels it is in the best interest of the Service Area.

SECTION III: PROCEDURES:

- 3.0 All memorial requests must be submitted in writing to the Service Area Director. The request must include but not be limited to:
 - 3.01 The reason for the memorial request.
 - 3.02 The detailed specifications of the Memorial monument being proposed.
 - 3.03 The desired location of the proposed Memorial.
 - 3.04 The proposed plans for the installation/planting of the proposed Memorial.
 - 3.05 The estimated value of the Memorial.
- 3.1 After the memorial request has been submitted in writing to the Service Area Administration, the Administration will evaluate the request and make a recommendation to the Board of Trustees for final approval.
- 3.2 The Memorial shall be installed or planted by Service Area staff or by a licensed contractor authorized by the Service Area. The requesting party shall be solely responsible for the cost of the Memorial and its installation.
- 3.3 The approved memorial shall be installed or planted as close as possible to the requested location, however the Service Area reserves the right to determine the final location of the memorial.
- 3.4 The approved Memorial shall not include any stones, and plaques must be of an approved substance and design.
- 3.5 Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any Service Area park facility.
- 3.6 All Memorials shall be placed in a location as to not interfere with or damage existing structures and plantings, and to not interfere with the intended recreational use of the area.

SECTION IV OTHER:

- 4.0 Cottonwood Heights Parks and Recreation Service Area will not be liable for the health, condition, or life expectancy of any Memorial.
- 4.1 All Memorials shall be the property of the Service Area.
- 4.2 The final authority to accept Memorial requests shall rest with the Cottonwood Heights Parks and Recreation Service Area Board of Trustees.

- 4.3 Fund Raising to support the creations of a memorial requires prior written approval from Service Area administration before any fund raising activity may take place on Service Area property.

APPROVED AND PASSED THIS _____ DAY OF _____, 20__

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: _____

Mike Peterson, Director

BOARD OF TRUSTEES

By: _____

Janet Janke, Chairperson