

**NORMA JOHNSON CONSERVATION CENTER FOUNDATION BOARD  
COMMEMORATIVE BENCH POLICY**

Last Updated: 10-04-2023

**I. PREAMBLE**

The Tuscarawas County Commissioners (“Commissioners”) own all 303 acres of property at the Norma Johnson Center.

The Tuscarawas County Park Department (“TuscParks”) is a department under the Tuscarawas County Commissioners and manages the Norma Johnson Center on their behalf.

The Norma Johnson Conservation Center Foundation Board (“NJCCFB”) is a private 501(c)3 non-profit corporation whose mission is to promote the conservation of natural resources through education, community outreach, and personal experience.

**II. POLICY**

The intent of this commemorative bench policy is to recognize and assist Donor’s plans to commemorate or honor individuals, families, or organizations within NJC properties. This policy establishes requirements and standards for all bench donations.

Each 4’ bench comes with the following specifications:

- Seat/Back constructed of recycled plastic
- Frame constructed from powder coated steel
- Manufacturer 50-year guarantee against breakage. Boards won’t warp, crack or splinter.

The Norma Johnson Conservation Center Board (NJCCFB) and TuscParks will work with donors to select an appropriate location for each bench. Locations are based on need, public convenience, ease of maintenance, and other factors.

The donation price of a minimum of \$2000 will cover all costs associated with the purchase, installation and delivery of the benches and the cost, inscription and installation of the plaques.

**III. PROCEDURES**

This policy establishes the procedure for interested parties to request the placement of a commemorative bench on TuscParks managed properties at the Norma Johnson Center. It also includes information related to the purchase, assembly, installation, maintenance and renewal for commemorative benches.

The procedure for requesting a memorial bench is as follows:

- a. Requests for permission to install a new commemorative bench or renew the contract shall be directed to NJCCFBB President, PO BOX 1185, New Philadelphia, OH 44663.
- b. All requests shall be made by completing the Commemorative Bench Application, which is attached to this policy. The completed form shall be reviewed by the NJCCFB Bench committee and the TuscParks for acceptance. The donor will work with these two groups to approve the wording of the plaque and determine the appropriate location for placement.
- c. Upon acceptance, the donor will submit a certified payment of a minimum of \$2000.
- d. The NJCCFB, with assistance from TuscParks, will assemble and install the bench when conditions and circumstances permit.

### III. MAINTENANCE AND REPLACEMENT

- a. Each bench will be installed per manufacturer's instructions with legs inserted into a cement filled hole.
- b. TuscParks shall make reasonable effort to maintain and repair normal wear and tear of the bench and its surroundings for 10 years. Normal maintenance includes, but is not limited to mowing, weed whipping, weeding of the grounds around the benches as well as cleaning of the benches and repairs, as necessary.
- c. If the bench is subject to excessive damage or loss or damaged beyond repair, the NJCCFB will replace the bench at no cost to the donor. TuscParks is not obligated to repair or replace the bench.
- d. TuscParks reserves the right to remove or relocate benches that no longer serve a purpose or otherwise interfere with operations. TuscParks will make reasonable effort to contact the NJCCFB in such an event and will seek mutually acceptable solutions where possible.
- e. TuscParks reserves the right to remove plaques if the subject of recognition comes into conflict with TuscPark's mission and values, or is involved in disreputable or criminal activities that would negatively impact Tuscarawas County. TuscParks will make reasonable effort to contact the NJCCFB in such an event and will seek mutually acceptable solutions where possible.
- f. After 10 years, if the donor wishes to renew their bench contract, they may do so by applying to the NJCCFB and donating an additional \$1000 for the life of the bench.
- g. If, after 10 years, the donor does not renew the contract, the plaque will be removed and another donor for the plaque will be considered at a cost of \$1000 good for the life of the bench.
- h. All commemorative benches placed at the Norma Johnson Center become the property of the Commissioners.

### IV. STANDARD BENCH and PLAQUE DESIGN



## Application for NJCCFB Commemorative Bench

To place an order for a commemorative bench, please complete this form and send it to the attention of: NJCCFB President, PO Box 1185, New Philadelphia, OH 44663

The fee for a bench is \$2000. Checks are to be made out to: NJCCFB - Bench Program

### PLAQUE AS YOU WOULD LIKE IT TO READ

(please note this wording must meet the approval of NJCCFB and TuscParks)

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#### **Contact Information**

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Signature of applicant:** \_\_\_\_\_

#### **For Office Use Only**

Date Submitted: \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Receipt Number: \_\_\_\_\_

Date Bench Installed: \_\_\_\_\_

Accepted/Denied: \_\_\_\_\_

Assigned Location: \_\_\_\_\_

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