

**Town of Washington**  
**Policy - Memorial Benches**  
**Rest Haven Cemetery**

**Introduction**

The Town Administrator or designee will be responsible for the consideration of the applications for donation of memorial benches in Rest Haven Cemetery.

The Town Board supports the need and principle of allowing donated memorial benches in Rest Haven Cemetery. The Town Board is mindful that these facilities are enjoyed by many and will ensure that the cemetery is regulated for the mutual benefit of all. The Town Board is especially attentive to the design and uniformity of the cemetery and the importance of maintenance and on-going cemetery operations.

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

**Terms and Conditions**

Donation of benches must conform with the following provisions:

- A. Memorial benches will be located to maximize the benefit, development, and maintenance of the cemetery but efforts will be made to accommodate the wishes of the applicants. Benches can only be located in common areas (non-platted). Each garden can accept no more than 8 memorial benches.
- B. Bench donations must include a properly sized cement base to which the bench will be affixed.
- C. Memorial benches are to be artistically designed consistent with the sacred purpose of the cemetery.
- D. To ensure uniformity with cemetery design the bench must be made of granite with a maximum foot print of 4 feet long by 2 feet wide (not including cement base).
- E. Memorial benches are permitted to memorialize a departed family member or commemorate a special group or event. No pet memorials or advertising is permitted.
- F. The inscription on the bench is to be restricted as follows:
  - a. "In Loving Memory of \_\_\_\_\_ (name(s) of the deceased)"
  - b. "In Loving Memory - The \_\_\_\_\_ Family"
  - c. "In Memory or Honor of \_\_\_\_\_ (name(s) or groups of veterans, police, or firefighting related organizations)"
  - d. Special event inscriptions in honor or memory may include a brief event description and date.
  - e. Letter font may be no larger than 4 inches tall and be limited to 2 lines of text.
  - f. If the inscription is on a bronze memorial plaque fitted to the bench, the plaque is limited to 10 inches wide x 5 inches high.
  - g. Pictures are not permitted.
- G. No additional mementoes are permitted on or around the bench. (i.e. vases, statues, flowers, wreaths, balloons or other ornamentation)

- H. The Town will maintain a record of each donation to include the signed application and approval documentation.
- I. The Town accepts no liability for theft or damage to any memorial bench from vandals, third parties, weather, acts of nature, or that which results from maintenance activities in the cemetery.
- J. The donated memorial bench shall be self supporting by the applicant to include delivery, assembly, maintenance and repair or replacement of the bench, if necessary. In the event the memorial is damaged, unsafe, or poorly maintained the cemetery will attempt to notify the applicant. The applicant should ensure the cemetery is in the possession of current contact information.
- K. The Town reserves the right to remove any memorial bench that has been damaged, is unsafe, or is poorly maintained.
- L. The bench always remains the property of the Town of Washington.

**Procedure:**

1. Contact is made with the Town Office inquiring as to a bench memorial and details of the request and policy are reviewed.
2. An application for a bench donation is completed on the official request form and signed by the applicant along with a scale drawing showing the exact inscription and details of the proposed memorial bench.
3. The Town Administrator or designee reviews the application, evaluates the requested location, and contacts the applicant to confirm or discuss details. Amendments to the application are to be filed by the applicant and signature attained.
4. If in agreement, the Town Administrator signs the application.
5. Any applicable costs are paid to the Town by the applicant.
6. The Town prepares the site for the bench, coordinates the receipt of the bench, and confirms assembly.
7. The applicant is notified that the bench is in place.