



The City of Hagerstown is committed to providing a variety of parks and open spaces for the public to enjoy. Memorial tree and bench donations will be used to enhance one of the following City of Hagerstown park locations:

- ▶ Bloom Park
- ▶ City Park
- ▶ Fairgrounds Park
- ▶ Funkhouser Park
- ▶ Hager Park
- ▶ Hamilton Playground
- ▶ Hellane Park
- ▶ Kiwanis Park
- ▶ Memorial Park
- ▶ Mills Park
- ▶ Oswald Park
- ▶ Pangborn Park
- ▶ Ridge Avenue Playground
- ▶ Rotary Club of Long Meadows Park
- ▶ Staley Park
- ▶ Terrapin Park
- ▶ The Greens at Hamilton Run Golf Course
- ▶ Wheaton Park

Donors are welcome to suggest locations in a park, however, the City will make the final determination on the specific location.



Memorial Tree and Bench Program

City of Hagerstown
Department of Parks & Engineering
1 East Franklin Street
Hagerstown, MD 21740

www.hagerstownmd.org

Ph: 301.739.8577 x125



All parks in the City of Hagerstown are smoke-free... thanks for your cooperation.



Memorial Tree and Bench Program



Memorialize a significant person or life event with a tree or bench located in one of the City of Hagerstown's beautiful parks.



Memorial Tree and Bench Program

People and events often deserve special recognition.

The City of Hagerstown Department of Parks & Engineering invites you to memorialize a special person or life event with a tree or bench located in one of the City's beautiful parks.

Examples of special life events include:

- ▶ Birth of a Child
- ▶ Death of a Relative or Friend
- ▶ Weddings
- ▶ Anniversaries
- ▶ Strong & Lasting Relationships
- ▶ Birthdays
- ▶ Graduation
- ▶ New Jobs or Retirements
- ▶ Baptisms
- ▶ Bar Mitzvahs and Bat Mitzvahs

How It Works:

1. Complete and return the application (far right) to the City of Hagerstown Department of Parks & Engineering, 1 East Franklin Street, Hagerstown, MD 21740.
2. After your application is received, you will be contacted to finalize the memorial location and details.
3. Installation is scheduled and the tree/bench is ordered. (Payment is required prior to scheduling of installation.)
4. A letter of acknowledgement is sent to the donor and the plaque/tag wording is finalized.
5. The tree or bench is installed.

All donations are tax deductible.



Memorial Tree Donations

With a donation of \$300, the City will supply and plant a 6' conifer or 2' caliper deciduous TREE in honor or in memory of a special person or life event.

- ▶ In lieu of a plaque (due to cost and maintenance issues), the City will: 1) place an engraved tag around the tree. (Eventually, as the tree matures, the tag falls off. If this occurs within the first three years, it will be replaced by the City.); 2) send a letter to the donor indicating the tree has been planted; 3) list the donation on the Parks and Recreation webpage under *Tree Memorials*; and, 4) read the donor names and those being honored from the previous 12 months at the City's annual Arbor Day ceremony.
- ▶ A tree tag, engraved with a City approved donor statement (up to four lines with twenty characters per line), will be provided and installed.
- ▶ Donors are welcome to suggest locations in a park, however, the City will make the final determination on the specific location.

A tree donation lasts the lifetime of the tree. If the tree dies within the first three years, it will be replaced by the City. Planting will be done in the spring or fall. Decorating or adorning memorial trees is not permitted. Donations of less than \$300 will be accepted and used to offset the cost of regularly scheduled plantings.

Memorial Bench Donations

With a donation of \$1,000, the City will provide and install an engraved BENCH in honor or in memory of a special person or event.

- ▶ A 6' powder coated metal bench with back in either green or black will be provided.
- ▶ A plaque, engraved with a City approved donor statement (up to four lines with twenty characters per line), will be provided and installed.
- ▶ Donors are welcome to suggest locations in a park, however, the City will make the final determination on the specific location.

If a memorial bench is vandalized or damaged, the City will make every effort to repair it within the limits of available funds. If it cannot be repaired or replaced, and is a hazard or unsightly, City staff may remove the bench. Any plaque or bench installed without City approval may be removed at the expense of the installer. The City reserves the right to relocate benches for safety and/or any other reason. In the event this occurs, the donor will be notified of the new location.



Memorial Tree and Bench Program

YES, I want to memorialize a special person or life event.

Donor Information:

Name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Donation Information:

This TREE | BENCH (please check one) will be donated:

In Honor of _____

– OR –

In Memory of _____

By (Donor) _____

Donation Amount: \$ _____

Selected Site: (see back for potential locations)

Payment Information: (Please check one)

CHECK ENCLOSED in the amount of \$ _____
Make checks payable to: City of Hagerstown (Please don't send cash by mail.)

CREDIT CARD (circle one) Visa MC American Express Discover

Name on Card _____

Credit Card # _____

Exp. Date _____ Security Code _____

Authorized Signature _____

PLEASE RETURN YOUR COMPLETED FORM TO:

City of Hagerstown Department of Parks & Engineering
1 East Franklin Street
Hagerstown, MD 21740



For more information or questions, please call 301.739.8577 x125.