



BOROUGH OF MOUNTAIN LAKES

LISTED IN NATIONAL AND STATE REGISTERS OF HISTORIC PLACES

Commemorative Bench Application

The Borough's Commemorative Bench Program gives donors the opportunity to dedicate a park bench in memory or in honor of a loved one, or in celebration of a special event or achievement.

Eligibility: Individuals or groups may apply for a commemorative bench if the person or event being honored has a meaningful connection to the Borough, such as residency, historical significance, community contributions, or other relevant factors. The Borough reserves the right to review and approve all applications. Applications are reviewed by Borough Manager and Recreation Director for eligibility, adherence to Borough guidelines, and available bench space.

Fee: \$1250 for 15 years; multiple renewals can be purchased in advance. Payment is not due until the application is approved.

Application: Return completed application to Recreation Director at Borough Hall, 400 Boulevard. Please allow two weeks to process your application.

Applicant's Information:

Full Name:	Phone Number:
Mailing Address:	Email:

Honoree Information:

Name of Person or Group to be commemorated:
Desired Bench Location:

Plaque information:

- Size 3" x 9"
- Standard engraving up to 3 lines of type
- Specify each line of desired text below:

Sample Commemorative Bench and Plaque:



Maintenance: The Borough is responsible for the care and maintenance of benches. In exceptional circumstances, such as safety concerns or significant changes to the park's landscape, the Borough reserves the right to relocate or remove the commemorative bench. If this situation arises, the Borough will notify the applicant to discuss relocation options.

Policy:

- The Borough prohibits flowers, wreaths, pictures, trinkets, etc., placed on benches. Such objects will be subject to removal.
- Any alterations, including painting, tiling, inscriptions, by any party other than the Borough are prohibited.
- At end of 15 years:
 - If the applicant does not wish to renew, the commemorative plaque can be returned to the donor.
 - If the applicant would like to renew, they can submit a new application within 3 months of expiration and pay the current bench program fee.
 - If the applicant is not reachable via phone, email or mail, the bench will become available to other prospective donors after a 3-month grace period.
- The Borough reserves the right to amend this policy as necessary. Any changes will be communicated to the public and prospective applicants.
- The Borough retains discretionary rights in the implementation and management of the Commemorative Bench Program. All decisions, regarding eligibility, approvals, and installations will be made at the Borough's discretion.

I hereby acknowledge the eligibility and polices of this application.

Signature: _____ Date: _____