

Memorial Donation Policy

1. Purpose

1.1

To establish guidelines for the acceptance and installation of memorials donated to the Village of Scarsdale from individuals, groups, or organizations.

1.2

Scarsdale is a village rooted in connection, memory, and shared experiences. This policy offers residents and loved ones a meaningful way to honor the life of a deceased Scarsdale resident through the donation of a memorial tree or bench, accompanied by a commemorative plaque.

2. Policy

2.1

To preserve the beauty and integrity of our shared public spaces, all memorials must receive Village approval.

2.2

Each memorial is a personal tribute and a collective remembrance of a deceased resident of Scarsdale. No memorial shall be accepted nor installed for things, objects, events, happenings, fictional persons, corporations and other non-human entities, or for religious or political purposes. Only one memorial plaque may be placed in honor of a deceased Scarsdale resident, subject to the guidelines outlined in this Policy. Memorial plaques are reserved only for a deceased Scarsdale resident.

2.3

Memorial plaques may be installed on a bench or at the base of a tree. The Village will purchase and install the bench or tree and also install the plaque on the donor's behalf. The donor is responsible for covering the full cost of the plaque and the bench or tree, as well as all associated installation expenses. The Village will select the specific bench and tree to be installed in connection with the plaque to ensure uniformity and to preserve the nature and integrity of Village parks and property.

Donations exceeding \$500.00 in value will be reviewed and approved by the Village Board; donations of \$500.00 or less may be approved by Village staff.

2.4

Donors are welcome to suggest a preferred location for the memorial. Final placement will be determined by Village staff based on feasibility, site appropriateness, and ongoing maintenance considerations. Costs for the actual tree or bench are subject to market prices and will be communicated to the donor prior to approval of the application. All costs for installation shall be set by the Village Board of Trustees, as may be amended. Installation costs will include staff time

and materials, and will be communicated to the donor prior to approval of the application. In some cases, donors may choose to affix a plaque to an existing bench or tree at a lower cost. Trees are limited to village parks.

2.5

To begin the process, donors must complete and submit a Memorial Donation Application. Village staff are available to assist throughout the process with compassion and care.

3. Memorial Plaque Guidelines

3.1

All plaques must be standard cast bronze with raised bronze lettering on a textured brown background for consistency and durability.

3.2

Plaques shall only contain text. Donors may propose wording for the plaque, which must be approved by the Village. Graphic elements, etchings, or images are not permitted. Suggested text includes: "In Honor of: ..."; "In Memory of: ..."; "In Celebration of: ..."; and "Dedicated to: ...".

3.3

Plaque sizes are:

- Benches: 5" x 8" with a limit of four (4) lines of text (drill holes ¼ inch from each side edge).
- Trees: 8" x 10" on a Village-approved mounting base with a limit of nine (9) lines of text.

3.4

Plaques placed at the base of a tree must be installed on a Village-approved mounting base sized appropriately to fit the plaque.

3.5

The Village will coordinate and order the commemorative plaque after the donor has reviewed and approved a final proof. The donor is responsible for covering the cost(s) of the plaque, including installation.

4. Terms & Conditions of Memorial Donations

4.1

To maintain the safety and appearance of our public spaces, the Village reserves the right to relocate or remove memorials if necessary. Situations that may prompt such action include safety concerns, damage, removal of a tree or bench, public work projects, or other circumstances deemed in the best interest of the community. In the event a memorial donation must be relocated due to reasons other than excessive damage, wear & tear, loss, or vandalism, the Village will endeavor to relocate the memorial donation to another location consistent with this Policy and in consultation with the donor. While we will treat all memorials with care and

respect, such changes may occur without prior notice. There is no compensation for the relocation or removal of memorials.

4.2

The term of the memorial donation is for the useful life of the bench, tree, or plaque. However, the Village shall maintain, repair, or replace the memorial donation for the first ten (10) years after installation. After the aforementioned ten (10) year period, the donor is solely responsible for repairing, replacing or maintaining memorial donations or may replace the memorial donation at their own expense by submission of another application form and payment of costs as set forth in this Policy. Notwithstanding anything herein to the contrary, the Village reserves the right to remove the memorial donation if the maintenance and/or repair cost(s) become too high. The Village will make reasonable efforts to notify the donor using the information on the application form to inform them of the need to maintain, repair, or replace the memorial donation once the ten (10) year period has elapsed, or if the memorial plaque is vandalized at any time.

4.2

The memorial donation is the property of the Village of Scarsdale. Memorial donations are not in perpetuity and are subject to removal in the Village's sole discretion. Once a tree, bench, or plaque is ordered by the Village there will be no refunds.

4.3

The Village of Scarsdale reserves the right to deny or remove any memorial donation if it is not in the best interest of the Village for reasons including, but not limited to, conduct or reputation of the donor or honoree deemed by the Village to be inappropriate, discriminatory, or harmful.

4.4

This policy is subject to change without notice to donors; however, any change to this policy is subject to approval by the Scarsdale Board of Trustees.