



## Sponsorship of Minor Park Amenities Program Information

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The City manages a minor park amenity sponsorship program allowing community members to make donations toward the purchase and long term care of a variety of minor park amenities such as park benches, picnic tables, bike parking racks, trees, or other amenities at the discretion of the City. The City will only accept donations for amenities that are determined to be a current priority.

**For Calendar Year 2023**, the City will consider sponsorship of **Park Benches** or **Picnic Tables**. In future years, sponsorship of other minor park amenities may be possible. Minor park amenity sponsorship amounts will reflect the full cost for purchase, installation, routine maintenance, repair, and administrative costs. Amenities will be purchased, installed, and maintained by City staff, contractors, or subcontractors. Amenities become property of the City of San Rafael once they are purchased.

Through this program, the City desires to encourage sponsorship while at the same time manage aesthetic impacts and mitigate ongoing maintenance costs. The development of public facilities is expected to be the result of careful planning and quality construction, and public facilities are expected to be maintained to a standard acceptable to the community. The City has identified priority locations and a standard bench and picnic table style for donors to choose from.

Anyone wishing to commemorate an event or recognize a loved one may sponsor the purchase of a pre-approved bench or picnic table. To make a commemorative bench or picnic table request, the Donor must complete an application form and submit it to the Library and Recreation Department. Staff will evaluate the request, including the desired park(s), and contact you about your choice of available locations.

Once the City has approved the location, applicants will need to pay the appropriate donation amount in order for the City to purchase the bench or picnic table. Applications are accepted from April through September every year, with the amenities installed the following winter.

**Mail or E-Mail Application to:**  
San Rafael Library and Recreation Department  
c/o:  
618 B Street  
San Rafael, CA 94901  
Phone (415) 485-3077  
E-Mail: [recreation@cityofsanrafael.org](mailto:recreation@cityofsanrafael.org)



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THE CITY WITH A MISSION

## Sponsorship of Minor Park Amenity Application

### Sponsor Contact Information

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Person/Event/Group being Commemorated: \_\_\_\_\_

### Desired Amenity to be Sponsored

- Bench (options to be provided)
- Picnic Table (options to be provided)

### Commemorative Plaque Language

Commemorative plaques on benches or picnic tables must adhere to language requirements and be approved by the City prior to installation. In accordance with the Minor Park Amenity Sponsorship Policy, the City reserves the right to reject commemorative plaque language deemed inappropriate.

Commemorative plaques should acknowledge an individual, group, or event, not commercial or other advertisements. The plaque must use one of the following introductions:

- "Donated by A Friend of San Rafael Parks"
  - "Dedicated to..."
  - "Donated By..."
  - "In commemoration of..."
  - "In Honor of..."
  - "Commemorating the \_\_\_th Anniversary of..."
  - "In Recognition of..."
- Information on the plaque may include the following:
    - Name
    - Date – ex: 12/11/1981

Standard bronze commemorative plaques are 10.5" x 3". All text will be centered top to bottom and left to right, in all upper-case letters. The plaque can accommodate no more than four (4) lines of copy with 28 characters, including spaces.

### Please fill in requested Commemorative Plaque Language here:

Line 1: INTRODUCTION... Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_ Line 4: \_\_\_\_\_

### Park Sites

We are currently accepting Commemorative Bench or Picnic Table sponsorship applications at the park locations below. Please choose the top three (3) park locations that you would be interested in sponsoring your chosen amenity:

- Albert Park
- Arbor Park
- Beach Park
- Bernard Hoffman Field
- Boyd Park
- Bret Harte Park
- Freitas Memorial Park
- Gerstle Park
- Hillview Park
- Jean & John Starkweather Shoreline Park
- Jerry Russom Memorial Park
- Los Ranchitos Park
- Munson Park
- Oleander Park
- Oliver Hartzell Park
- Peacock Park
- Pickleweed Park
- Riviera Park
- Santa Margarita Park
- Sun Valley Park
- Terra Linda Park
- Victor Jones Park

**Desired Location:**

First Choice Park: \_\_\_\_\_

Second Choice Park: \_\_\_\_\_

Choice Park: \_\_\_\_\_

**Please note:** 1) All locations are subject to the approval of the Library and Recreation Department and Department of Public Works. 2) The City will not be responsible to replace bench or plaques if they are damaged or vandalized beyond reasonable repair. 3) Bench installation/location is based upon availability and City prioritization of need. You will be contacted by Department staff regarding the approved location. Once approved you will need to pay the appropriate fees prior to purchase and installation.

**Acknowledgement**

I am requesting the City of San Rafael to process this application to accept a donation towards the sponsorship of a minor park amenity to be placed in a City of San Rafael Park. I understand that the City of San Rafael reserves the right to remove the minor park amenity and/or the commemorative plaque at any time in accordance with the Minor Park Amenity Sponsorship Policy, and that the park site selected for placement must be approved by the Library and Recreation Department and the Department of Public Works.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For Office Use Only**

Approved | Denied | Modified as Follows: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Library and Recreation Director or their designee*

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

*Director of Public Works or their designee*

Total fees required to complete process \$ \_\_\_\_\_ GL Code: \_\_\_\_\_

Paid \_\_\_\_\_ Date: \_\_\_\_\_

**Examples of Park Benches and Picnic Tables**

*Note – These costs and photos are shown for example purposes only, and City staff reserve the right to select other equipment. Actual equipment selections will depend upon availability, equipment costs, and suitability for desired park location.*

TYPE OF AMENITY	Estimated 2023 Cost*
Park Bench Style #1 – Wood Bench with Back	\$3,500
Park Bench Style #2 – Steel Bench with Back	\$2,300
Park Bench Style #3– Wood Bench with No Back	\$2,800
Park Bench Style #4– Steel Bench with No Back	\$2,700
Park Bench Style #5– Recycled Plastic Wood Bench with Back	\$3,300
Picnic Table #1 – Round Steel thermoplastic coated	\$2,300
Picnic Table #2: Rectangular steel and wood	\$1,600
Picnic Table #3: Square Recycled Plastic Wood, ADA	\$3,700
*Cost includes materials, labor, installation, maintenance for life of amenity, and administrative program fees.	

**Park Bench Style #1 – [Dumor 56-80D Douglas Fir Wood Bench with Back](#)**



Park Bench Style #2 – [Steel powder coated finish Northgate Bench with Arched Back \(8ft\)](#)



Park Bench #3 – [Dumor Bench 105, 6 or 8ft. No seat back](#)



Park Bench Style #4 – [Metal Bench with No Back](#)





Park Bench Style #5 – [Recycled Plastic Wood Bench with Back](#)



Picnic Table Style #1 – [Stainless Steel thermoplastic coated](#)



Picnic Table Style #2 – [Stainless Steel and Wood](#)



**Picnic Table Style #3 – [Recycled Plastic Wood Table with ADA Access and Center Post Mounting](#)**



**[Plaque example #1: 10.5" x 3"](#)**

Can accommodate up to 4 lines of text, and no more than 28 characters per line

