



1028 East 6th Street, Tulsa OK 74120

BENCH DONATION AGREEMENT

We appreciate your interest in supporting the preservation and beautification of your local parks. By donating a bench, your contribution makes a meaningful impact and creates a lasting tribute for future generations to enjoy.

All donations will be donated through the Tulsa Community Foundation. Donor agrees to donate the amount listed on the following page to the Tulsa Community Foundation. The park improvement will not be ordered until the full donation amount has been received and deposited into the Tulsa Community Foundation fund.

BENCHES

- Location of the bench will be determined by Tulsa Parks Staff based on need and availability.
- Costs cover purchase and shipping of the bench and plaque, installation of bench and plaque on concrete footing, and maintenance for the bench's life span - a 10-year period. Maintenance includes general upkeep, repairs to routine wear and tear, and removal of graffiti and minor vandalism.
- Tulsa Parks is not responsible for replacement of bench in the event of destruction due to weather, theft, or significant vandalism; however, donor will be given the option to order a new bench at cost for a reduced rate, to be determined by Tulsa Parks staff.
- After the bench lifespan (10-year period), damage to the bench may be repaired by parks staff; however, if bench has sustained significant damage such that it is no longer usable, it may be removed at discretion of the parks department maintenance staff.
- After the bench lifespan, bench will remain at its location until such time that it is no longer usable or has sustained significant damage.
- Bench will be removed if in such condition that it poses a safety risk for park patrons.
- Bench may be removed if it interferes with future parks projects, utility work, or other construction deemed necessary by Tulsa Parks or other City of Tulsa entities.

Donor Signature

Date



BENCH DONATION FORM

DONOR INFORMATION

Donor Name: _____

Donor Address: _____

Contact Phone: _____

Contact Email: _____

Honoree Name: _____

IMPROVEMENT TYPE

Cost

☐ Memorial Bench and Plaque

\$4,000

Total Enclosed: _____

Inscription:

Please sign the Agreement form and complete this Donation form and mail it to the address listed below, or send by email to Anna Moore: amoore@cityoftulsa.org.

If mailing a check, please make check payable to: Tulsa Community Foundation. Please include on the memo line "Memorial Bench Donation". Additionally, you can pay online by scanning the QR code below or by clicking [here](#). In the "Comments" section, please state the Honoree's name. Selection "Other" as the amount and enter the correct amount of your selected donation improvement.

Tulsa Parks Department
1028 E 6th St
Tulsa, OK 74120

