

POLICY #470

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA

POLICY GOVERNING REQUESTS FOR COMMEMERATIVE MARKERS IN SERVICE AREA PARKS AND FACILITIES

PURPOSE:

To establish guidelines, practices, and procedures for the Service Area in evaluating and approving commemorative marker requests in Cottonwood Heights Parks and Recreation Service Area parks and facilities.

SECTION I: DEFINITIONS:

Commemorative Request: A request received by the Service Area administration to place a commemorative marker at a specific location in remembrance of a person or to celebrate an event or milestone of an individual or group.

SECTION II: POLICY:

- 2.0 The Cottonwood Heights Parks and Recreation Service Area may accept requests in the form of bench(s) or picnic table(s) per this policy. Other suggested markers will be evaluated on a case by case basis.
 - 2.01 Bench(s) and picnic table(s) must be in compliance with current Service Area standards.
 - 2.02 All wording on a marker must meet Service Area approval being tasteful and subtle with no obscene or potentially offensive text. Specific requirements are listed on the donor form.
 - 2.03 The fees associated with commemorative benches and tables is established each year during the budget process.
- 2.1 The Cottonwood Heights Parks and Recreation Service Area reserves the right to refuse or deny any commemorative marker request if it feels it is in the best interest of the Service Area.

SECTION III: PROCEDURES:

- 3.0 All commemorative marker requests must be submitted in writing to the Service Area Executive Director on the designated form. The request must include but not be limited to:

- 3.01 The reason for the request.
- 3.02 The detailed specifications of the marker being proposed.
- 3.03 The desired location of the commemorative marker.
- 3.1 After the request has been submitted in writing to the Service Area Administration, the Administration will evaluate the request and make a recommendation to the Board of Trustees for final approval.
- 3.2 The commemorative marker shall be installed by Service Area staff or by a licensed contractor authorized by the Service Area. The requesting party shall be solely responsible for the cost and its installation.
- 3.3 Once a request has been approved, payment will need to be made in full. Lead times vary depending on the time of year, equipment ordered and supplier inventory, however, the Service Area will make all attempts to complete the project in a timely fashion.
- 3.4 The approved commemorative marker shall be installed as close as possible to the requested location, however the Service Area reserves the right to determine the final location.
- 3.5 Upright monuments or monuments resembling those typically found in cemeteries may not be installed at any Service Area park facility.
- 3.6. All commemorative markers shall be placed in a location as to not interfere with or damage existing structures and plantings, and to not interfere with the intended recreational use of the area.

SECTION IV OTHER:

- 4.0 Cottonwood Heights Parks and Recreation Service Area will not be liable for the health, condition, or life expectancy of any commemorative markers.
- 4.1 All commemorative markers shall be the property of the Service Area.
- 4.2 The final authority to accept commemorative markers requests shall rest with the Cottonwood Heights Parks and Recreation Service Area Board of Trustees.
- 4.3 Fund Raising to support the creation of a commemorative marker requires prior written approval from Service Area administration before any fund raising activity may take place on Service Area property.

4.4 This policy supersedes all previous arrangement, policies and agreements and applies to all privately funded commemorative markers in the Cottonwood Heights Parks and Recreation Service Area.

APPROVED AND PASSED THIS 22 DAY OF May, 2024

COTTONWOOD HEIGHTS
PARKS AND RECREATION SERVICE AREA

By: 

Ben Hill, Executive Director



BOARD OF TRUSTEES

By: 

E. Bart Hopkin, Chairperson

RESOLUTION NO. 2024-6

A RESOLUTION ADOPTING CHANGES TO A POLICY OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA POLICY #470–MEMORIALS AND ALSO RENAMING THE POLICY TO #470-COMMEMORATIVE MARKERS

WHEREAS, the Cottonwood Heights Parks and Recreation Service Area Board of Trustees has adopted Policy #470-Commemorative Markers;

WHEREAS, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts changes to Policy #470-Commemorative Markers;

WHEREAS, the Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area would like to rename Policy #470- Memorials to Policy #470-Commemorative Markers

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA AS FOLLOWS:


1. **Adoption.** The Board of Trustees of the Cottonwood Heights Parks and Recreation Service Area adopts Policy #470- Commemorative Markers;
2. **Severability.** If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidly or unenforceability, shall not affect any other portion of this Resolution, and all sections, parts and provisions shall be severable.
3. **Effective Date.** This Resolution shall become effective immediately upon its passage

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA ON THIS 22nd DAY OF MAY, 2024.

COTTONWOOD HEIGHTS PARKS AND RECREATION SERVICE AREA



Bart Hopkin, Chair




Dan Morzelewski



Patti Hansen





Attest: Lyse Durrant