

**City of Rialto**  
**DRAFT MEMORIAL POLICY**

## **1. Purpose & Intent**

The purpose of this policy is to establish clear guidelines and procedures for the placement of memorials—specifically memorial benches, plaques on benches, or tree plantings—within City of Rialto parks and public recreation spaces. The policy ensures a respectful, consistent, and well-maintained approach to honoring individuals or groups while preserving the aesthetic and functional integrity of our public spaces.

## **2. Scope**

This policy applies only to requests for:

- A **memorial bench** (new or existing)
- A **plaque** affixed to an existing or new bench
- A **tree planting** with an optional ground-level commemorative marker

All other memorial types (e.g., statues, sculptures, murals, naming rights) fall outside the scope of this policy and may be addressed through separate processes and approval by the City Council in accordance with existing policies.

## **3. Municipal Code References**

This policy aligns with the following City of Rialto codes and regulations:

- **Rialto Municipal Code Chapter 2.45 – Park and Recreation Facility Regulations**, which governs public use of parklands and recreational areas.
- Any modifications to parkland or the addition of permanent features are subject to compliance with existing **zoning, safety, and maintenance requirements** established by the City.

## **4. Eligibility Criteria**

Requests may be submitted by individuals, families, organizations, or community groups who wish to commemorate a person, event, or cause that holds personal or community significance. Honorees do not need to meet a minimum service requirement,

but memorials must reflect a positive legacy or contribution to the community or the lives of those making the request.

Memorials that include political, commercial, or controversial content will not be permitted.

## **5. Application & Review Process**

### **A. Application Submission**

Applicants must complete a **Memorial Request Form**, available through the Parks, Recreation & Community Services Department, and include:

- A short description of the person, group, or cause to be honored
- Type of memorial requested (bench, plaque, tree)
- Preferred location (subject to City approval)
- Proposed wording for any plaque or marker

### **B. Review Process**

- Staff will review the request for completeness, appropriateness, and alignment with available space and park design standards.
- Final approval is granted by the **Director of Parks, Recreation & Community Services** (or designee), with notification provided in writing.
- The City reserves the right to deny requests that do not meet the intent of this policy or that would conflict with park usage, safety, or maintenance standards.

## **6. Cost & Maintenance Responsibility**

- All **costs associated with materials, installation, and ongoing maintenance** shall be covered by the applicant.
- This includes:
  - Bench or tree purchase
  - Custom plaque or marker
  - Installation by City-approved vendors or City staff
  - **City staff time** if a formal **dedication event** is requested (per applicable staff rates)

- A **Memorial Fee Schedule** will be maintained by the department and updated annually.

## 7. Memorial Design Standards

- **Benches** must conform to the City's standard park bench model and be installed on concrete pads.
- **Plaques** must be cast bronze or similar durable material, flush-mounted to the bench.
- **Trees** must be species approved by the City's Urban Forestry Division, and any ground-level marker must not pose a tripping hazard.
- Memorials are intended to last for a **minimum of 10 years**, though placement is not guaranteed in perpetuity.

## 8. Removal, Relocation, or Replacement

The City retains the right to remove or relocate memorials at any time due to:

- Facility renovation or reconstruction
- Safety hazards
- Vandalism or deterioration beyond repair
- Changes in park usage or layout

In such cases, the City will make reasonable efforts to contact the original applicant and offer options for relocation or replacement at the applicant's expense.

## 9. Optional Dedication Events

If the applicant wishes to hold a **dedication or unveiling event** at the time of memorial installation:

- A **Special Event Permit** may be required
- City staff time, if needed, will be billed per the standard hourly rate
- All event logistics (seating, sound, refreshments) are the responsibility of the applicant

## 10. Recordkeeping

The Parks, Recreation & Community Services Department will maintain a **Memorial Registry**, including:

- Date of installation
- Location
- Type of memorial
- Applicant contact information
- Duration of agreement

## 11. Review & Adoption

Step	Responsible Party	Timeline
Draft Review	Parks, Recreation & Community Services	Month 1
Commission Consideration	Recreation & Parks Commission	Month 2
Final Approval	City Council (if required)	Month 3
Implementation & Application Launch	Parks Department Staff	Month 4

## 12. Contact Information

For more information or to submit a memorial request, please contact:  
**City of Rialto – Parks, Recreation & Community Services**