



HURON-CLINTON METROPOLITAN AUTHORITY  
EXECUTIVE ORDER / PARK OPERATIONS

Effective Date: 09/20/2022

Supersedes Policy Dated: N/A

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**MEMORIAL BENCH/TREE REMOVAL POLICY**

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**MEMORIAL BENCH AND TREE REMOVAL**

The memorial bench and tree program have been facilitated by the Huron-Clinton Metropolitan Authority (HCMA) since the 1980's. The program provides an opportunity for donors to dedicate a bench or a tree to honor or commemorate a loved one. When a memorial bench is sponsored by a donor, the sponsorship is valid for 10 years.

**1. Warranties:**

- a. Trees: All trees are warranted by the park for one year. There is no guarantee of the longevity for any tree after the warranty expires.
- b. Benches: All benches and bench sponsorships have a 10-year warranty. If any damage occurs due to storm damage, or otherwise during the 10-year warranty period, the Metroparks are responsible for repairing or replacing the bench as necessary. In the case that a bench needs to be relocated, the Metroparks are responsible for doing so, and will notify the donor. Upon expiration of the 10-year warranty, the bench plaque will be removed and provided to the donor.

**2. Need for removal, relocation, or replacement:**

All bench and tree locations are approved by department heads and District Superintendents to ensure that they are placed in an appropriate location. However, at times it may be necessary to either remove or relocate a bench or tree due to a facility change, accessibility, storm damage, or use of that area of the park. All benches and trees within their warranty will be moved or replaced at the cost of the Metroparks. After said warranties expire, the Metroparks reserve the right to remove benches and trees as necessary.

**3. Notification to donors:**

To the best of staff's ability, donors will be contacted when a bench needs to be moved or relocated. If contact information is no longer valid, a posted sign may be placed on the bench to attempt to notify the donor, regardless if the bench is covered or is past its 10-year warranty.

**4. Plaques:**

In any instance of bench removal, the memorial plaque will be given to the donor or retained by the park.

Approved by Director: Amy McMillan

Signature: 

Date: 09/20/2022