

Washington Main Street Adopt a Bench Program

The Adopt a Bench program was established in 2020. In recognition of contributions to the fund, Washington Main Street installs a personalized plaque on a bench located on the Square in Downtown Washington Georgia. Benches may be endowed for \$1500. A bench is a wonderful way to memorialize or honor a loved one. While the plaques take about 8 weeks for production and installation, a personalized certificate can be provided immediately upon adoption to notify the recipient that a bench had been adopted in their honor. We will acknowledge a donation of \$1500 with a personalized plaque on a bench in a location on the Square of your choice. Full payment by check must be received before you can reserve a bench. Bench adoption payment can be made by check or credit card. Please consult the Main Street Manager for available bench locations. You may submit your proposed inscription for the plaque for approval using the reverse of this form. Once the fabricator's proof is approved, it can take approximately eight weeks for the plaque to be produced and installed

By submitting this form I acknowledge that my contribution will be placed into Washington Main Street and Downtown Development Authority the purpose of which is to promote and maintain downtown Washington, and that the Washington Mains Street program and the City of Washington reserve the right to temporarily or permanently alter or relocate benches.

Name:

In Honor Of:

In Memory Of:

Address:

City:

State:

Zip Code:

Phone:

Email:

Checks must be made payable to Washington Downtown Development Authority.

Please use the field below to fill out the inscription:

The Washington Main Street Program, Downtown Development Authority and City of Washington, in its sole discretion, reserve the right to reject any proposed inscription containing language that is obscene, lewd, defamatory, infringes on the proprietary rights of any third party, or is otherwise inappropriate.

Benches identified for adoption will be reserved for 6 weeks following receipt of payment. If a proposed inscription is not received within this time period, the bench selected will be released from hold, and if unavailable at the time we receive your proposed inscription, we will assist you with selecting another bench.

Adopt a Bench Program Policy

The intent of this policy is to provide people with an opportunity to commemorate or honor family, friends or events in downtown Washington through the adoption of a downtown bench, and to establish funding requirements and recognition standards for bench donations to Washington Main Street.

Organizations/Persons Affected:

Any person who donates money specifically to the Adopt a Bench program with Washington Main Street/Downtown Development Authority.

Policy Statement:

This program is henceforth recognized as the Adopt-a-Bench program. The Washington Main Street program will purchase a bench plaque that meets standards and requirements for a bench on the Square.

Bench types: Existing standards will be used in the selection of a bench.

Procedure:

1. Potential donor will fill out the Adopt-A-Bench form and submit to Washington Main Street.
2. Washington Main Street will review form and contact donor within 5 business days.
3. Washington Main Street will work with donor to get internal approval with appropriate staff on final location of bench.
4. Once location is agreed upon, donor will submit payment in full by check
Washington Downtown Development Authority
104 E Liberty St, Attn Janet Parker
Washington GA 30673
5. Donor will submit potential wording of plaque to Washington Main Street who will work with donor and internal staff to approve. Profanity, obscenities, hate speech or symbols, or otherwise inappropriate references are prohibited
6. Plaque will be installed by Washington Public Works staff on the front center of bench.
7. Bench installation: once plaque is received, timing for installation of bench will be determined by crew availability/
8. Bench re-adoption: if a plaque is placed in recognition, the plaque will remain for the life of the bench (minimum 10 years). After 10 years, the program may make a bench available for re-adoption at replacement cost. At that time the original donor can contact the Washington Main Street program to express their desire to re adopt. The Washington Main Street Program will make an effort to contact the original donor, however if a donor is unreachable, updated

contact information was not provided, or the donor did not indicate their desire to re-adopt by contacting the Washington Main Street office, the Washington Main Street program may allow for a new donor to adopt that bench.

The Washington Main Street program and the City of Washington reserve the right to relocate, permanently move or replace with a comparable bench/plaque due to capital construction, landscape redesign or other extenuating circumstances. During the initial ten year donation period, a comparable location will be provided and staff will work with the donor to collaborate should such a need arise. If construction happens post the ten year adoption period, an attempt will be made to contact the donor, but we cannot guarantee a replacement of the bench or associated plaque. Donors are encouraged to keep all information up to date