



*Memorial / Dedication
Policy*

2011

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A. Donation methods

A living memorial can be established within one of Ashland’s parks. Those wishing to donate may choose between the methods shown below:

1) “Self-Plant”

Those wishing to donate trees may choose to provide and plant the materials themselves. All planting locations shall be approved by the City of Ashland and work shall be performed under the supervision of City personnel. All costs associated with materials or installation shall be borne by the individual, group, or organization donating the tree.

2) Tree Sponsorship

Tree sponsorship is available for a minimum donation of \$250 per tree. This cost includes the tree, installation and maintenance. Sponsored trees will be purchased and installed by City personnel at their earliest convenience. Specific planting locations may be requested at the time of donation and will be considered by the City. However, the exact planting locations of all sponsored trees shall be determined by City personnel based upon the needs of the park. After planting the individual, group, or organization which donated the tree shall be notified of the tree location.

B. Tree Species

The City of Ashland reserves the right to approve tree species prior to all plantings within park areas. In general, those wishing to donate may reference the following lists when selecting tree species. Trees not included on the lists shall be reviewed on a case-by-case basis by the City.

1) Preferred Trees

Common Name / *Scientific Name*

Medium & Decorative Trees

- | | |
|---|---|
| European Beech / <i>Fagus sylvatica</i> | Low-Growing Maple / <i>Acer</i> species |
| Ohio Buckeye / <i>Aesculus glabra</i> | Sawtooth Oak / <i>Quercus acutissima</i> |
| Amur Corktree / <i>Phellodendron amurense</i> | Japanese Pagodatree / <i>Sophora japonica</i> |
| Flowering Dogwood / <i>Cornus florida</i> | Persian Parrotia / <i>Parrotia persica</i> |
| Chinese Elm / <i>Ulmus parvifolia</i> | Purple-Leaf Plum / <i>Prunus cerasifera</i> |
| Turkish Filbert / <i>Corylus colurna</i> | Eastern Redbud / <i>Cercis canadensis</i> |
| Hawthorn / <i>Crataegus</i> species | Hardy Rubber Tree / <i>Eucommia ulmoides</i> |
| Hophornbeam / <i>Ostrya virginiana</i> | Downy Serviceberry / <i>Amelanchier arborea</i> |
| Japanese Tree Lilac / <i>Syringa reticulata</i> | Silverbell / <i>Halesia tetraptera</i> |
| Magnolia / <i>Magnolia</i> species | Yellowwood / <i>Cladrastis kentukea</i> |

Large Shade Trees

European Alder / <i>Alnus glutinosa</i>	Chestnut Oak / <i>Quercus prinus</i>
American Basswood / <i>Tilia americana</i>	Chinkapin Oak / <i>Quercus muehlenbergii</i>
American Beech / <i>Fagus grandifolia</i>	English Oak / <i>Quercus robur</i>
River Birch / <i>Betula nigra</i>	Northern Red Oak / <i>Quercus rubra</i>
Black Gum / <i>Nyssa sylvatica</i>	Scarlet Oak / <i>Quercus coccinea</i>
Kentucky Coffeetree / <i>Gymnocladus dioica</i>	Shumard Oak / <i>Quercus shumardii</i>
Cucumbertree / <i>Magnolia acuminata</i>	Swamp White Oak / <i>Quercus bicolor</i>
American Elm / <i>Ulmus americana</i>	White Oak / <i>Quercus alba</i>
European Hornbeam / <i>Carpinus betulus</i>	Willow Oak / <i>Quercus phellos</i>
Horsechestnut / <i>Aesculus hippocastanum</i>	Pecan / <i>Carya illinoensis</i>
Katsura / <i>Cercidiphyllum japonicum</i>	Sourwood, Sorrel Tree / <i>Oxydendrum arboreum</i>
Littleleaf Linden / <i>Tilia cordata</i>	Sweetgum / <i>Liquidambar styraciflua</i>
Red Maple / <i>Acer rubrum</i>	American Sycamore / <i>Platanus occidentalis</i>
Sugar Maple / <i>Acer saccharum</i>	Tuliptree / <i>Liriodendron tulipifera</i>
Bur Oak / <i>Quercus macrocarpa</i>	Japanese Zelkova / <i>Zelkova serrata</i>

2) Undesirable Trees

Common Name / Scientific Name

Green Ash / <i>Fraxinus pennsylvanica</i>	Pin Oak / <i>Quercus palustris</i>
White Ash / <i>Fraxinus americana</i>	Shingle Oak / <i>Quercus imbricaria</i>
European White Birch / <i>Betula pendula</i>	Russian Olive / <i>Elaeagnus angustifolia</i>
Boxelder / <i>Acer negundo</i>	Osage-Orange / <i>Maclura pomifera</i>
Northern Catalpa / <i>Catalpa speciosa</i>	Paw Paw / <i>Asimina triloba</i>
Black Cherry / <i>Prunus serotina</i>	Callery Pear / <i>Pyrus calleryana</i>
Siberian Elm / <i>Ulmus pumila</i>	Persimmon / <i>Diospyros virginiana</i>
Common Hackberry / <i>Celtis occidentalis</i>	Austrian Pine / <i>Pinus nigra</i>
Hickory species	Scotch Pine / <i>Pinus sylvestris</i>
Black Locust / <i>Robinia pseudoacacia</i>	Eastern Cottonwood / <i>Populus deltoides</i>
Silver Maple / <i>Acer saccharinum</i>	Lombardy Poplar / <i>Populus nigra 'Italica'</i>
Mimosa / <i>Albizia julibrissin</i>	Tree-Of-Heaven / <i>Ailanthus altissima</i>
Mountainash / <i>Sorbus aucuparia</i>	Black Walnut / <i>Juglans nigra</i>
White Mulberry / <i>Morus alba</i>	Willow / <i>Salix spp.</i>
Red Mulberry / <i>Morus rubra</i>	

C. Dedication / Memorial Markers

A dedication or memorial marker will be provided by the City for each tree donation. The size and style of marker shall be selected by the City and will be of similar design to other markers utilized within the park. Those wishing to donate may provide a specific name or message that they wish to have displayed on the marker. City staff reserves the right to review and approve all submitted names and messages to ensure that they are not inappropriate or offensive. Approved names or messages will be utilized so long as sufficient space is available within the marker design. Markers which are damaged or destroyed will be repaired or replaced at the City's expense for the life of the tree.

D. General Tree Policies

- 1) The minimum donation for sponsored trees will be evaluated each year and updated as necessary to reflect current costs of materials and labor.
- 2) Sponsored trees ordered from April 1st through October 15th will be planted in the late fall. Sponsored trees ordered from October 16th through March 31st will be planted in the spring. Specific planting dates will be determined by the City based upon the availability of personnel and materials.
- 3) Those wishing to utilize the “Self-Plant” donation method may select their own planting dates. As indicated in Section A above, all planting must be supervised by the City. The City shall be provided with information regarding the proposed material, location, and planting date/time for review and approval a minimum of one week prior to the desired planting date. If the donation proposal is not approved, the donor will be notified by the City within three (3) days of submittal.
- 4) After installation, all trees will be maintained by City of Ashland personnel according to city practices and policy. All sponsored trees shall have a one year guarantee from time of planting. If a sponsored tree dies within one year it shall be replaced with a similar tree at the City’s expense. “Self-Plant” trees are not guaranteed by the City. Any “Self-Plant” tree which dies within one year will be removed and the donor will be notified. All necessary replacement and removal of trees shall occur at times determined by the City.
- 5) Trees which die after one year shall be removed and/or replaced at the discretion of the City. Donors will not be notified of tree removal or replacement after one year.
- 6) Trees which are damaged or destroyed by natural occurrences, commonly known as “acts of God”, which are beyond the reasonable control of the City are not guaranteed and will be removed and/or replaced at the discretion of the City. Donors will be notified of such removal or replacement if it occurs within one year of planting. After one year, donors will not be notified.

Picnic Tables

A. Donations

The City of Ashland is currently replacing the wooden picnic tables in the parks with modern tables. These tables are constructed of high quality materials and are coated in a durable high gloss rubberized finish. Individuals or organizations may sponsor a picnic table for a minimum donation of \$1,000 per table. This cost includes the table and installation.

B. Picnic Table Style

The City of Ashland reserves the right to select the style and color of picnic table utilized within each park. This selection will be primarily based upon durability, aesthetic appeal, and cost. Multiple table styles may be utilized within a single park depending on the specific needs of the park. Selected styles may not be available in all parks.

C. Dedication / Memorial Markers

A dedication or memorial marker will be provided by the City for each sponsored picnic table. The size and style of marker shall be selected by the City and will be of similar design to other markers utilized within the park. Those wishing to donate may provide a specific name or message that they wish to have displayed on the marker. City staff reserves the right to review and approve all submitted names and messages to ensure that they are not inappropriate or offensive. Approved names or messages will be utilized so long as sufficient space is available within the marker design. Markers which are damaged or destroyed will be repaired or replaced at the City's expense for the life of the table.

D. General Picnic Table Policies

- 1) The minimum donation for sponsored picnic tables will be evaluated each year and updated as necessary to reflect current costs of materials and labor.
- 2) Sponsored picnic tables will be ordered by the City within three (3) weeks of receiving a donation payment. Once received they will be assembled and installed at the City's discretion depending upon the availability of personnel and materials.
- 3) After installation, all picnic tables will be maintained by City of Ashland personnel according to city practices and policy. All tables shall have a three (3) year guarantee from time of installation. If a sponsored table is damaged or destroyed within this time frame it shall be repaired or replaced with a similar table at the City's expense. All necessary repair and replacement shall occur at times determined by the City.
- 4) Picnic tables which are damaged or destroyed after three (3) years shall be repaired, removed, or replaced at the discretion of the City. Donors will not be notified of table removal or replacement after three (3) years.
- 5) Picnic tables which are damaged or destroyed by natural occurrences, commonly known as "acts of God", which are beyond the reasonable control of the City are not guaranteed and will be repaired, removed, or replaced at the discretion of the City. Donors will be notified of such removal or replacement if it occurs within three (3) years of installation. After three (3) years, donors will not be notified.

Park Benches

A. Donations

Over the past several years the City, with the help of several generous contributors, has successfully replaced the wooden benches located within the main City Park with modern benches. These benches are constructed of high quality materials and are coated in a durable high gloss rubberized finish. Opportunities for bench donations still exist for all park areas. Individuals or organization may sponsor a bench for a minimum donation of \$1,000 per bench. This cost includes the bench and installation on a new concrete pad.

B. Park Bench Style

The City of Ashland reserves the right to select the style and color of park benches utilized within each park. This selection will be primarily based upon durability, aesthetic appeal, and cost. Multiple bench styles may be utilized within a single park depending on the specific needs of the park. Selected styles may not be available in all parks.

C. Dedication / Memorial Markers

A dedication or memorial marker will be provided by the City for each sponsored park bench. The size and style of marker shall be selected by the City and will be of similar design to other markers utilized within the park. Those wishing to donate may provide a specific name or message that they wish to have displayed on the marker. City staff reserves the right to review and approve all submitted names and messages to ensure that they are not inappropriate or offensive. Approved names or messages will be utilized so long as sufficient space is available within the marker design. Markers which are damaged or destroyed will be repaired or replaced at the City's expense for the life of the bench.

D. General Park Bench Policies

- 1) The minimum donation for sponsored park benches will be evaluated each year and updated as necessary to reflect current costs of materials and labor.
- 2) Sponsored park benches will be ordered by the City within three (3) weeks of receiving a donation payment. Once received they will be assembled and installed at the City's discretion depending upon the availability of personnel and materials.
- 3) After installation, all park benches will be maintained by City of Ashland personnel according to city practices and policy. All benches shall have a three (3) year guarantee from time of installation. If a sponsored bench is damaged or destroyed within this time frame it shall be repaired or replaced with a similar table at the City's expense. All necessary repair and replacement shall occur at times determined by the City.
- 4) Park benches which are damaged or destroyed after three (3) years shall be repaired, removed, or replaced at the discretion of the City. Donors will not be notified of bench removal or replacement after three (3) years.
- 5) Park benches which are damaged or destroyed by natural occurrences, commonly known as "acts of God", which are beyond the reasonable control of the City are not guaranteed and will be repaired, removed, or replaced at the discretion of the City. Donors will be notified of such removal or replacement if it occurs within three (3) years of installation. After three (3) years, donors will not be notified.

Other Donations

A. Donations

Other memorial and dedication donations for park and public spaces will be considered by the City of Ashland on a case-by-case basis. Those wishing to donate items or materials not discussed within this policy shall submit, in writing, a donation proposal to City Hall. The proposal will be reviewed by City personnel based upon the merits of the proposal and the current needs of the City.