
Henderson County Parks and Recreation Memorial Policy

Adopted by The Recreation Advisory Board on October 13, 2020

The Parks and Recreation Department recognizes the desire of its residents for memorializing special parks and recreation amenities as a lasting tribute to family members and/or organizations. These individuals or groups may wish to donate such items as trees, park benches, picnic tables, drinking fountains, or other permanent amenities based upon their wishes and upon suggestions by Parks and Recreation staff.

It will be the policy of the Parks and Recreation Department to have the Recreation Advisory Board review all such requests prior to final approval based upon the following criteria.

1. The request for a recreation or park amenity that will in no way adversely affect the health and safety of the individuals who will use the amenity.
2. The specific request should be consistent with the parks and/or facilities current and projected future design and should be considered a permanent improvement, which adds value to the overall park.
3. All memorial amenities must be paid in full to the Parks and Recreation Department by the donor(s) in advance of the Parks and Recreation Department purchasing said amenity. All labor costs will be assumed by the County; installation will be completed by Parks and Recreation staff and/or a County approved contractor if needed.
4. The location of the memorial must receive final approval from the Parks and Recreation Director and the Recreation Advisory Board.
5. The cost of the memorial plaque will be the financial responsibility of the donor(s) if they desire to commemorate their donation. The location of the plaque will be determined by Parks and Recreation staff with approval by the Recreation Advisory Board. Purchase and Installation will be completed by Parks and Recreation staff after funds are received from the donor(s).
6. The Parks and Recreation Director and the Recreation Advisory Board shall approve the overall size and wording engraved on the memorial plaque. As a guideline, plaques should be no larger than a 9"x9". If a memorial plaque and/or mounting are damaged due to vandalism or theft the County will not be responsible for the replacement or repair. The donor will be made aware and can choose to replace or repair the memorial plaque; if the donor chooses not to replace or repair the Parks and Recreation Department will remove the damaged plaque.
7. The Parks and Recreation Department will assume maintenance responsibilities for the upkeep of a memorial amenity or park feature. If the memorial is a tree and it becomes unsafe and must be removed the county will replace the tree once; after the first replacement it will be up to the donor to fund replacement of said tree in the future if needed and if they so choose.
8. The Recreation Advisory Board reserves the right to relocate the memorial at their discretion due to future changes in the design of the park which are adversely impacted by the memorial.
9. Most donations are tax deductible.
10. Those interested in a memorial should submit the details of their request by email to recreation@hendersoncountync.gov or in writing at 708 South Grove St, Hendersonville.