



DOWNTOWN CAMAS ADOPT-A-BENCH PROGRAM

Program Basics:

- Bench adoption is \$3000 and is tax deductible.
- The span of adoption is 15 years from final approval by the City and the Program Coordinator. After 15 years, the adopted bench is available for renewal for the current rate of adoption contribution prevailing at that future time. The bench location should be consistent with the approved bench location map unless specific site conditions dictate otherwise.
- The bench design aims for a consistent look throughout the district and is determined by the Program Coordinator.
- Contributions may be acknowledged by an optional plaque if desired. The plaque is symbolic, and any inscription is subject to review by the City and the Program Coordinator. It does not entitle one to ownership of the bench.
- The program is coordinated by the Downtown Camas Association (Program Coordinator) in cooperation with the City of Camas.

Procedure:

1. Potential donor will complete the Adopt-A-Bench form and submit to the Program Coordinator.
2. Program Coordinator will make initial contact with the donor within five business days.
3. Program Coordinator will work with the donor to obtain City approval on final location of the bench. This process can take up to two weeks. It may involve a site meeting with City of Camas staff and/or the Program Coordinator and compliance with the Camas Municipal Code.
4. Once the location is agreed upon, the donor will submit payment in full by electronic payment or by mailing to:
Downtown Camas Association
P.O. Box 1034, Camas, WA 98607
5. A tax receipt will be sent to the donor at the end of the month in which it was received. The Downtown Camas Association is a 501(c) 3 non-profit corporation, Tax ID #26-4019320.
6. The donor will submit proposed wording of an optional plaque to the Program Coordinator who will work with the City and donor to approve the inscription.
 - a) Any desired inscription will be placed on a plaque and secured to the bench. A maximum of two lines of up to 42 characters per line is permitted.

- b) No lifespan (birth and death) dates are allowed on plaques.
- c) In keeping with the optional nature of the plaque and/or the public display of it, profanity, obscenities, and hate speech or symbols, are prohibited as may be prescribed by law, including but not limited to the terms of RCW Chapters 9.68 and 9A.36.
- d) Plaques written in languages other than English are welcomed.

7. Bench Installation

- a) Once the bench and plaque are received, the Program Coordinator will contact the donor and timing for installation of the bench will be determined. This can take several weeks or more based on installer availability, time of year and weather.
- b) The Program Coordinator and the City of Camas reserve the right to relocate, permanently move or replace a bench due to capital construction, landscape redesign or other extenuating circumstances, with comparable materials. During the initial fifteen year adoption period, best efforts will be made to provide a comparable location. The Program Coordinator will work with the donor to collaborate should such a need arise. Donors are encouraged to keep all contact information up to date with the Program Coordinator.

8. Bench re-adoption

- a) If a plaque is placed in recognition, the plaque will remain for a minimum of fifteen years from final approval. After that time, the bench may be made available for re-adoption. The adopted bench will be available for renewal for the current cost of contribution with the first right of refusal given to the original donor.
- b) At that time, the original donor can contact the Program Coordinator to express their desire to re-adopt. The Program Coordinator will try to contact the original donor. However if unreachable for a period of 30 days or updated contact information was not provided, or the donor did not signal their desire to re-adopt by contacting the Program Coordinator, a new donor may be allowed to adopt that bench.
- c) The Program Coordinator will replace a bench recognition plaque once if it is intentionally damaged or stolen. The cost of any subsequent replacement plaque will be the financial responsibility of the donor and must be arranged through the Program Coordinator.
- d) The City will own and maintain the bench, consistent with other levels of maintenance in Downtown. In the event of damage to the bench and/or plaque as a result of a natural disaster, vehicular accident, or other similar incident, neither the City nor the Program Coordinator is obligated to repair or replace the bench and/or plaque.

