



**BOROUGH OF MANASQUAN
201 EAST MAIN STREET
MANASQUAN, NJ 08736
COMMEMORATIVE BENCH PROGRAM**



Introduction:

The Borough of Manasquan hosts a Commemorative Bench Program (Program). The Program authorizes eligible applicants to purchase from the Borough a standard-design commemorative bench, to be placed in a public space chosen by the Program committee. Only the Borough-approved bench style shall be permitted for placement in accordance with the Program. Eligible applicants include those who have served the Borough for at least eight years in the following roles:

*Volunteers who have served on Borough Boards, Commissions, Committees; Volunteers who have served with the First Aid Squad and Fire Companies;
Permanent and full time Municipal employees who have left employment in good standing;*

Consideration will also be given to special requests for distinguished individuals or groups that don't meet the above criteria.

Protocol:

Benches will be placed on Borough property in a location approved by the Program committee and according to the following protocol:

1. An applicant shall submit a completed application to the Office of the Municipal Clerk.
2. The requested inscription must match the name of the honored individual or non-profit organization.
3. The Program committee shall review the application and if approved, commission the construction and placement of the bench. Payment for the bench shall be made to the Borough Clerk's Office.
4. Any bench purchased and placed in accordance with this policy shall be retired and disposed of by the Department of Public Works (DPW) at the end of its useful life or if it suffers irreparable vandalism or damage. This disposal decision shall be the unilateral decision of the Superintendent of Public Works. If retirement or disposal under this paragraph becomes necessary within 5 years of the original purchase, the Borough will replace the bench at no cost to the purchaser.
5. At the time of retirement or disposal, the Clerk's office will make an effort to contact the owner of the bench to allow for purchase of a replacement bench by the owner at the prevailing price.

Council Approved Revision – June 3, 2019

*Fee of \$1,000 will be requested upon approval of bench request.



Borough of Manasquan
201 East Main Street
Manasquan, NJ 08736
732-223-0544 ext. 235
www.manasquan-nj.gov

APPLICATION FOR APPROVAL OF COMMEMORATIVE BENCH

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

APPLICANT PHONE NUMBER: _____ DATE: _____

APPLICANT EMAIL ADDRESS: _____

REQUESTED NAME TO BE INSCRIBED
(2 lines, 7 letters/spaces per line, per side):

LEFT BENCH END: _____

RIGHT BENCH END: _____

LOCATION REQUESTED: _____

PLEASE RETURN THIS APPLICATION FOR PROCESSING AND APPROVAL TO THE
MUNICIPAL CLERK AT THE ABOVE ADDRESS.

For Office Use Only: Request ☐ Approved ☐ Denied By: _____

Reason for Denial _____

Fee Collected: _____ Date: _____

Placement of Bench: _____