



2650 N. Commonwealth Avenue Los Angeles, California 90027

Submit your application to [estefany@laparksfoundation.org](mailto:estefany@laparksfoundation.org),  
with the subject line: Bench Application: FULL NAME.

## DONATE-A-BENCH APPLICATION

Full Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Please select one of the following options:

**Plaque - \$1,500.00 donation**

*Includes your customized plaque to be installed on an existing bench within a Los Angeles City Park.*

**Donate-A-Bench - \$5,000.00 donation**

*Includes brand new "Recycled Materials" bench to be installed, along with your customized plaque, in a Los Angeles City Park. A limited supply of traditional steel benches may be available upon request.*

Name of Los Angeles City Park: \_\_\_\_\_

NOTE: A full list of eligible city parks can be found online at: <https://www.laparks.org/>

If you already know the specific location within the park, please describe here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will attach photos of the specific location to be included with this application

If applicable, please provide possible alternative Los Angeles City Park locations for consideration:

Alternative Park #1: \_\_\_\_\_

Alternative Park #2: \_\_\_\_\_

I would like the following text to be engraved on my plaque:

*NOTE: Plaque can accommodate up to 211 characters (3 lines) of text, approximately 65-69 characters per line. Our logo will appear on the fourth line. No birth/death dates, please.*

Line 1: \_\_\_\_\_

Line 2: \_\_\_\_\_

Line 3: \_\_\_\_\_

I intend to make my donation via:

**Card** – Online at “[www.laparksfoundation.org](http://www.laparksfoundation.org)”; select “Donate-A-Bench” from the drop-down menu

**Check** – Made payable to “Los Angeles Parks Foundation” at the mail address above

*NOTE: This is not requested nor required upon submission of your application, but the donation must be received by the time your application has been officially approved in order to move forward.*

**Please read and initial the following terms and conditions before signing your application:**

\_\_\_\_\_ From the date of installation, maintenance of your plaque is limited to 10 years, and may be replaced only once if it has been damaged or vandalized. Upon expiration of the 10-year period, you have the option to renew your donation. The plaque will remain in place even if you choose not to renew, but maintenance is not indefinitely guaranteed.

\_\_\_\_\_ New benches can no longer be installed on trails, canyons, bluffs, beaches, or any remote location where installation or long-term maintenance will be extremely challenging.

\_\_\_\_\_ New benches must be compliant with federal law as delineated in the Americans with Disabilities Act (ADA). This means the bench must be adjacent to an existing path or walkway that provides clear access to the bench for people of varying abilities.

\_\_\_\_\_ Upon installation, all benches and plaques become property of the City of Los Angeles, and are maintained by the Department of Recreation & Parks. Neither the donor, nor the Los Angeles Parks Foundation, has ownership of either the bench or the plaque.

\_\_\_\_\_ We cannot guarantee how long the approval process or installation process will take, and there are likely other applications in the queue ahead of yours. Please be patient and expect the whole process, start to finish, will take several months.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ *You*

*may type your signature if filling out application electronically.*

**TO SUBMIT APPLICATION:**

We prefer you submit this application electronically. Please download and save your completed application as a PDF document and send it to Estefany Salas at [estefany@laparksfoundation.org](mailto:estefany@laparksfoundation.org). It can alternatively be mailed to the address above.