

**Memorial Benches**  
**For former Marblehead resident(s) by current resident(s)**  
**Recreation and Parks Commission policy**  
**Last reviewed and approved: 03/21/2011**

Residents of Marblehead may submit a written request for a Memorial Bench to commemorate former human residents on property falling under the jurisdiction of the Recreation & Parks Department. Memorial benches are intended to replace older benches as needed.

The following criteria must be met for approval of a bench as voted on by the Recreation & Parks Commission. Conditions are subject to change as deemed necessary by the Commission. Please ensure your request meets the following:

- **APPLICANT(S):**
  - Must be a resident of Marblehead for no less than 25 years (as determined by the Town Clerk's office).
  - Assumes all costs of materials and installation. An additional fee equal to the cost of the bench will be charged as an endowment for routine maintenance of the bench *during its manufacturer's warranty period*. All fees are due after Board approval and prior to installation.
  - Should an existing memorial bench *with an expired warranty* need replacement, the current applicant has the right of first refusal to pay for a replacement bench and renew the maintenance endowment. Should the current applicant decline the spot will be offered to the next qualified applicant waiting.
- **FEES:** determined by the current prices of benches and installation fees.
- **LOCATIONS:** All bench locations on Parks Department property are subject to the approval of the Recreation and Parks Commission; applicants should specify the desired location and if an alternate location would be acceptable.
- **TOWN PROPERTIES not under Parks Department jurisdiction:** Please contact these offices if interested in these locations:
  - Fort Sewall: Selectmen - 781-631-0000 (*Note: Most Town historical sites fall under Selectmen's jurisdiction*)
  - State Street / Village Street landings: Harbormaster: 781-631-2386
  - Cemeteries: Cemetery Department: 781-631-1182
  - School Grounds: School Department: 781-639-3141
  - Hammond Park: Light Department: 781-631-5600