



2032 Hanley Road  
Dardenne Prairie, MO 63368

(636) 755-5308  
DardennePrairie.org

## **CITY OF DARDENNE PRAIRIE Park Memorial Program**

### **Background**

Memorials and gifts augment the Dardenne Prairie Parks and Recreation Department. Historically, the Department has accepted these donations without a formal written policy.

However, guidelines are needed for sustainable management of site-appropriate amenities, so as not to detract from the visual aesthetics of the surrounding environment or place an undue burden on the City.

### **Purpose**

Cities play an important role in commemorating people, history, events, and ideas central to a society's sense of identity and value. The purpose of the Dardenne Prairie Park Memorial Program is to establish guidelines for a consistent decision-making process related to the acceptance, placement, and long-term maintenance of public requests for memorial donations in City-owned facilities, parks, natural areas, and trail systems.

### **Types of Memorials**

The City will maintain a list of available memorial items along with identifying appropriate locations. The most frequent requests have been pavers and benches; however, the City may add additional items to the parks and trail system, for which may appeal to differing donors.

### **Costs of Memorial Items**

The cost of participating in the Park Memorial Program will be specific to the item selected. The City will calculate a cost that encompasses the cost of the item, site preparation and installation costs, along with a reasonable maintenance cost. The City will price the items to mainly cover costs, as this program is not viewed as a proposed revenue stream.

### **How Donors Are Recognized**

For each memorial paver or bench item, donors receive a plaque that can accommodate up to 45 characters with a maximum of three lines (15 characters per line). Messages are to say "In Memory of (name), In Honor of (name), or Dedicated to (name)" possibly followed by a date or event. All inscriptions are subject to approval by the City. The plaque is fastened to a bench or placed in the ground near the item.

### **Approval Criteria**

The Dardenne Prairie Parks and Recreation Department may limit memorials to promote resource management and sustainability of natural landscapes. The integrity, natural and architectural features of parks, natural areas, and facilities will be preserved and not detract from a user's

experience. Design specifications will be compatible with existing management and operational plans. A final decision on the placement of a memorial will be made by the Parks & Recreation Department. Memorials cannot have a commercial appearance or display a corporate logo.

### **Memorial Application Process**

1. Apply online through the Parks & Recreation Department webpage on the City website: [Park Partner](#)
  - a. Applications may also be completed by contacting the Parks & Recreation Department.
  - b. The City has the authority to deny requests for memorials that commemorate a person, event or place which is already memorialized elsewhere in the City.
  
2. The Parks & Recreation Department will contact the applicant to consult on Department needs and the applicant's wishes for location and memorial type.
  - a. While small memorials may commemorate an individual or event, the subject of a large memorial must demonstrate a high-level of significance by meeting at least one of the following criteria:
    - i. The person or group has made an outstanding contribution to the cultural, political or social development of the City of Dardenne Prairie, the State of Missouri, the United States of America, or the international community.
    - ii. The site or event is historically or culturally significant and/or represents an important and unique City or civic anniversary.
  - b. Applicants wishing to install a large memorial at a City park or recreation facility shall submit an application, including a conceptual plan, to the Parks & Recreation Department for review. The Department shall forward all completed applications, along with their corresponding recommendations of approval or denial to the City Administrator, who will take all comments into consideration when making a final decision regarding whether the application should be approved or denied.
  - c. If the Parks & Recreation Department and City Administrator recommends approval of the application, the Parks & Recreation Department shall proceed with placement of memorial.
  - d. Should the City Administrator not approve the application, the applicant may appeal this decision to the City of Dardenne Prairie Board of Aldermen at a public meeting following customary procedures administered by the Office of the City Clerk.
  
3. The Parks & Recreation Department will be responsible to pick locations in the parks and trail system as potential memorial sites. Sites can be existing structures such as benches or trees converted to memorial benches or trees, or in a new designated location.
  - a. For a new designated location, the proposed site/location must be consistent with and does not interfere with the Parks Master Plan. The proposed location will not compromise the aesthetic integrity or interfere with the unique or cultural character of the area.
  - b. Any applicant must demonstrate why the newly designated selected site is appropriate. There must be justification for the memorial being at that location. Where appropriate, preference will be given to co-location of new memorials within a site of common interest.
  - c. Consideration will be given to existing uses of the proposed location, with a goal of preventing the memorial from disrupting appropriate public use of City

park and recreation facilities.

- d. At the City's sole discretion, the memorial once placed, may be relocated at the City's expense to another location.
4. The Parks & Recreation Department will inventory, date, and maintain a listing of all existing commemorative benches, plaques, and other memorials.
  5. Commemorative plaques installed on memorials must be for an individual or a purpose, with text that is appropriate for display in a public place and approved by the City. Text that in any way markets a product or service shall not be permitted. The Parks & Recreation Department will approve the text, order the plaque, and provide for installation.
  6. All memorials installed by the City shall be maintained for at least a five-year period and may be maintained longer by the City in its sole discretion.
  7. The Parks & Recreation Department may provide a memorial to recognize an individual or organization that has made an unusual contribution, service, or gift to the City.

**CITY OF DARDENNE PRAIRIE**  
**Park Memorial Program Application**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

- Paver Memorial - \$150
- Existing Park Bench Memorial - \$250 (Limited Locations)
- New Park Bench Memorial - \$2,000 (Limited Locations)
- Other - \$-TBD \_\_\_\_\_

Plaque Wording

Engraving limited to 15 characters per 3 lines

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Make checks payable to: CITY OF DARDENNE PRAIRIE

Please send completed application to the attention of:  
Dardenne Prairie Parks & Recreation Department  
Memorial Program Application  
2032 Hanley Road  
Dardenne Prairie, MO 63368

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

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For Office Use

Amount Due: \_\_\_\_\_ Location: \_\_\_\_\_

Paid By: \_\_\_\_\_ Installation Date: \_\_\_\_\_