

**City of Albuquerque  
Open Space Division  
and  
Open Space Alliance**

**Procedural Guidelines for Requesting Memorial Benches in Major Public Open Space  
(For benches placed in MPOS after March 2020)**

**PREFACE**

This document replaces the previously adopted Procedural Guidelines for Requesting Memorials in Major Public Open Space signed in 2015. The Open Space Division (OSD) and the Open Space Alliance (OSA) recommended that the memorial bench program be described in a separate document since it is the most detailed and widely used. An update is also required to more accurately reflect the actual process and cost for implementation and maintenance of the program. The roles of the OSA and the OSD have been revised to help assist with screening inquiries from, and being responsive to, the public.

**PURPOSE**

These procedural guidelines outline the process for evaluating and acting upon requests from individuals, families, and organizations that wish to establish a memorial in the form of a bench in Major Public Open Space (MPOS) areas to honor an individual or organization. MPOS areas are owned and managed by the City of Albuquerque's Open Space Division (OSD). MPOS properties and their locations can be found at [www.cabq.gov/openspace](http://www.cabq.gov/openspace). OSD also recognizes that it is within their purview to provide opportunities for appropriate memorial benches that honor individuals, families, or organizations.

These procedural guidelines will be implemented with the assistance of the Open Space Alliance (OSA). The OSA is a 501c3, tax deductible and not-for-profit organization that provides some financial, logistical, and administrative support to the OSD.

**BACKGROUND**

OSD is committed to protection, preservation, and management of MPOS while providing opportunities for appropriate memorials that fit into the overall physical environment of a MPOS property and setting. While appropriate memorials may enrich a resource experience, public Open Space is also a very precious commodity and memorial benches must be carefully considered to balance these two public interests.

## MEMORIAL BENCH LOCATION and PLACEMENT

These guidelines recognize that not all MPOS areas necessarily support all types of memorials. The location and placement of a memorial bench should be consistent with existing OSD Resource Management Plans, germane documents and the context and setting of a MPOS area. A representative of the OSD will pre-determine acceptable locations for future benches. However, a requestor may view and download the Resource Management Plans for specific properties at [www.cabq.gov/planning/publications](http://www.cabq.gov/planning/publications) and request a specific site. **The final memorial location and placement is subject to OSD approval**

## MEMORIAL BENCH CHOICES

The primary intention of Open Space is an experience with nature. With that in mind, the OSD offers a single memorial bench design which is a wooden bench approximately 72 " in length with a matching wooden back. Any non-standard memorial bench design will be considered on a case by case basis for approval, but cannot include artwork or anything that would otherwise require involvement of the City of Albuquerque's Arts Board. Any non-standard memorial bench will be evaluated for reasonable maintenance with the understanding that a longer time may be necessary for construction and/or installation as well as additional cost

## PLAQUE GUIDELINES

- The standard memorial bench includes the fabrication and installation of a 5" x 7" sheet metal plaque with white letters on a black background.
  - A maximum of 120 characters, including spaces, is allowed
- Plaque upgrade or non-standard size will be considered. If approved by the OSD, the applicant will bear the total cost of such plaque.
- Text shown on the plaque must be non-controversial and appropriate for display in a public place approved by the OSD. Text that in any way markets a product or service shall not be permitted.

## MEMORIAL MAINTENANCE

The OSD is responsible for maintenance of the Memorial Benches that may be required due to normal weathering and wear and tear. Any maintenance will be performed at the discretion of the OSD based on the assessment of need.

Repair or replacement of a damaged or stolen bench will be done only once in a ten-year period. The style of the replacement bench may differ somewhat from the original. Any Memorial Bench placed in the City of Albuquerque Major Public Open Space area becomes the property of the OSD and shall not be removed, relocated or altered without written permission by the OSD.

## EXPENSES

The cost of the memorial bench includes a memorial bench with a plaque, installation and maintenance. Half of the cost of the bench and a signed Agreement must be completed before construction can begin and the remaining balance is due after the memorial bench has been constructed but prior to installation. The duration of the Agreement is for ten (10) years from the date the Agreement is signed. This is a fixed time contract of 10 years.

If the Applicant would like to renew the Agreement, the Applicant is required to contact the OSD or the OSA in writing prior to the expiration of this Agreement, at which time the Applicant will be informed of the renewal procedure and the renewal cost. If the Applicant does not contact the OSD or the OSA prior to the end of the tenth year, the plaque may be removed, in which case it will be stored for up to one year.

If the Applicant contacts the OSD after the expiration of this agreement, the OSD will have no obligation to honor the bench as a memorial and may not continue to store the plaque. Applicant is responsible for providing OSD with current contact information for the duration of this agreement should the OSD or OSA need to contact the Applicant. If the OSD or OSA is unable to contact the Applicant due to out-of-date contact information, this Agreement, will expire.