

City of Portland Bench Donation Policy

Location of all donated furnishings and language used on recognition plaques are subject to approval by Portland Parks Division.

As a tax-deductible donation, donated benches are property of Portland Parks Division, and will be maintained according to Portland Parks Division policy and priorities.

Bench donation terms are 15 years. After that period, the donated bench will be available for renewal for the cost of a new donation with the right of first refusal given to the original donor. If the original owner opts not to renew, the donated bench and plaque may be removed or rededicated at any time.

Portland Parks Division retains the right to relocate a donated bench at any time. If a bench needs to be relocated, the Division will attempt to contact the donor to discuss alternative locations; the Division will make the final determination.

The donation cost includes bench, shipping, installation and memorial plaque. Please contact us at 207-797-4597 with questions on any park, open space, or trail location not listed.

If making a donation, please check off in designated space on bottom of the donation form that you have read and agree with the policy as stated.

NOTE: Before filling out form, please call 207-797-4597 or email msm@portlandmaine.gov to consult with program manager about your donation.