



**North Tahoe Public Utility District
Commemorative Program Application**

Applications must be filled out in full.
Submit the completed application to parks@ntpud.org

Applicant Details:

Applicant First Name: _____ Last Name: _____

Applicant Mailing Address:

Street / PO Box: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____

Cell Phone Number: _____ Alternate Phone Number: _____

Plaque Location Request:

Tahoe Vista Recreation Area

Commemorative Bench: Scenic Overlook Square: Scenic Overlook Bench:

North Tahoe Regional Park

Commemorative Bench: Friends of the Park Recognition Board:

If Commemorative seating has been selected, list desired location choices here (refer to seating location on website)

Preferred location #1: _____

Preferred location #2: _____

Preferred location #3: _____

Plaque Information:

Print memorial plaque inscription exactly as you would like to see on actual product. Your dedication will be manufactured in the exact same formatting and spelling as noted on the application.

Plaque is 10"x 2" of engraved metal. Option of 1-3 lines of text.

Line 1: 21 characters including spaces ^{3/8"} font:



Line 2: (optional) 27 characters including spaces ¼" font:

Line 3: (optional) 27 characters including spaces ¼" font:

Commemorative Program Guidelines:

1. A request for commemoration must be submitted via this application. All applications must be submitted to the Recreation, Parks and Facilities Manager at parks@ntpud.org.
2. The Manager will base approval of the request and the inscription on adherence to the Criteria for Naming and Renaming of Facilities within a Park in Policy REC002 of the North Tahoe Public Utility District.
3. If applicant is requesting a commemorative plaque mounted on a bench, new benches will be selected and purchased by staff to ensure consistency throughout District facilities and may not be altered by public. Existing benches without a current commemoration may be available for a plaque.
4. The Commemorative Program includes with a personalized 10"x 2" plaque. Plaque inscription is limited to three lines of text. Line one will have a 28-character limit with ¾" font. Lines two and three are optional and will be 42-character with ¼" font. All plaques will be ordered and installed by District to ensure consistency.
5. In the case of destruction of property in the form of a natural disaster or unforeseeable circumstances, the District is not responsible for replacing the bench or plaque nor returning the contribution to applicant. If vandalized during the term of the Commemoration, District will replace the product at no cost to the applicant.

Term:

1. The term of a Commemorative Plaque on a bench or Recognition Board is 10 years from the date of installation. At the culmination of the 10-year timeframe, the donor will be contacted to either renew the plaque at the current dollar amount or discontinue the commemoration/recognition and have the plaque removed and returned to the donor. The seating or Recognition Board will remain the property of the District.
2. Cumulative 10-year commemorations can be purchased for a discount at the time of initial purchase. Current rates for all terms are available In Exhibit C of NTPUD Policy REC002.
3. It is the donor's responsibility to notify the North Tahoe PUD with any change in contact information during the term of their commemoration. Should the original applicant decline to renew their existing contract or fail to notify the District of an intent to rededicate, the plaque will be removed, and the bench or Recognition Board will remain the property of the District. Any retired benches will be reused or recycled by the District.

Approval Process:

PO Box 139/875 National Avenue * Tahoe Vista, CA 96148 * 530.546.4212 * Fax 530.546.2652 * parks@ntpud.org



1. Applications must be completed and submitted to the Recreation, Parks and Facilities Manager at parks@ntpud.org.
2. Following installation, all benches and Commemorative Plaques will be recorded in the District's Computerized Asset Management System software.

Friends of the Park Recognition Board Approval Process:

1. A plaque request for the Recognition Board must be submitted via an application. All requests must be submitted to the Recreation, Parks and Facilities Manager.
2. Applications will be honored once plaque inscription has been approved and fees received. Fees are payable to the Friends of the Park 501c3 Fund held by the Truckee Tahoe Community Foundation. Plaque will be installed within 12 months of approval of application and the term of commemoration will begin on the date of installation.

I have reviewed and acknowledge the North Tahoe PUD Policy REC002 and agree to its terms. I acknowledge that the information on this application is correct, and all spelling is accurate.

Signature

Name

Date