Saint Leo University

Bench Construction Request Form

Bench Policy:

This form is to gain permission to have a bench on campus. In receiving a bench, we agree to abide by the bench policy and keep our bench updated. We also understand that if our chapter does not update and maintain our bench, or get suspended on campus your bench will be removed.

We, the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is making a request to have a bench on campus to represent our organization. We agree to maintain our organization’s bench through the following:

* Painting (recommended two coats of high-resin outdoor paint, not vinyl acrylic)
* Weatherproofing (recommended primer finish)
* Replacing rotted/broken wood
* Replacing sides/backing

**We agree that any changes to the design will be cleared with Physical Plant and Student Activities before implementation. We agree to complete the bench by the above stated date, and that any inappropriate changes to the bench’s design will result in bench privileges being revoked.**

**President’s Signature Advisor’s Signature**

Bench Approval Guidelines:

**Planned date of completion:**

**Concept art for bench (please attach design of bench):**

**Companies from which to purchase materials (highly recommended you do not make your own stone ends from concrete, Saint Leo cannot help with this for liability reasons. Visit**

[**http://www.belson.com/Concrete-Bench-Ends**](http://www.belson.com/Concrete-Bench-Ends)

[**http://www.barcoproducts.com/customizable-items/benches-1?arms=179&back=72**](http://www.barcoproducts.com/customizable-items/benches-1?arms=179&back=72)

**Criteria: Initials:**

Organization’s proposal meets safety standards

Organization’s proposal is appropriate and in compliance with university

and national policies

Organization has painted and weatherproofed bench to ensure longevity

Organization completed construction and design of bench