

## Veterans Memorial Park Dedication Tile Application

**Please print:**

**DONOR'S NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY/STATE/ZIP** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_

1. **Print** the inscription below, one letter per box, as you wish it to appear on the memorial tile. Please note that spaces and punctuation marks also require a "box." Attached is the Veterans Memorial Park Policy, which gives more detailed information regarding the tiles. Also attached are samples of inscriptions of tiles.
2. Attach proof of service (Honorable Discharge, DD214 or Proof of Active Service) to this form. ([www.archives.gov](http://www.archives.gov))
3. Return the completed form and a **check or money order** (payable to the City of Renton) for \$75 to: *(Community Services Administration offices are located on the 6<sup>th</sup> Floor, Renton City Hall)*

Mail to:  
 City of Renton  
 Community Services Department  
 Attention: Margie Beitner  
 1055 S. Grady Way  
 Renton, WA 98057

4. If you have any questions, please feel free to call the Community Services Department at 425-430-6600.
5. Tiles will be engraved on-site once annually depending on the quantity of engravings to be performed. The City will notify you by postcard once your tile has been engraved.


**TILE NUMBER:** \_\_\_\_\_  
 (assigned by City of Renton)

# Veterans Memorial Park Policy

1. The Veterans Memorial Park facility is identified as a Monument.
2. This facility is excluded from the current Park Donation and Memorial Policy.
3. Dedication tiles (6" x 6") will recognize veterans who honorably served the United States of America in one of the recognized branches of the United States military.
4. Each 6" x 6" tile recognizes one individual.
5. Individuals being recognized must have an assigned DD214 or DN204 number or other acceptable verification of service.
6. It is not required that the individual being recognized be a City of Renton resident.
7. Tile Application Forms shall be completed and submitted for approval, and installed as space allows.
8. Groups or group tiles are not allowed.
9. Graphics are not allowed on the tiles.
10. Each 6" x 6" tile has three (3) lines with a maximum of sixteen (16) spaces per line.
11. Information on the tiles will be generally limited to any combination of the following information: the individual's name (typically the birth name), branch of service, rank, medals and honors, and dates of service.
12. The engraving for tiles will be done on-site once annually, depending upon the quantity of engravings to be performed.
13. All tiles become the property of the City and are subject to the laws, policies and procedures that govern all City property.
14. The 6" x 6" dedication tiles will be the only type of recognition at the Veterans Memorial Park, with the exception of the following: WWI Plaque, Park Dedication Plaque, and the Major Donor Tile.
15. Monetary contributions will be accepted. Significant monetary contributions are those contributions of \$1,000 and above.
16. The names of those individuals and corporations making significant monetary contributions will be identified on the Major Donor Tile to be installed at a designated location on the wall.
17. The Community Services Department will maintain the tiles at a level that is within the reasonable scope of current park operations and consistent with the maintenance of other similar park properties.
18. No other form of dedication items will be accepted, including, but not limited to, benches, trees, drinking fountains, flagpoles, trash receptacles, etc.

# Dedication Tile Samples

**SAMPLE # 1  
BRIAN ROY BEAMAN  
U.S. ARMY**

B	R	I	A	N		R	O	Y		B	E	A	M	A	N
U	.	S	.		A	R	M	Y							

**SAMPLE # 2  
BRIAN FORGAARD  
AIRMAN E2  
U.S. AIR FORCE**

B	R	I	A	N		F	O	R	G	A	A	R	D		
A	I	R	M	A	N		E	2							
U	.	S	.		A	I	R		F	O	R	C	E		

**SAMPLE # 3  
U PHILIP S. W  
S CUYKENDALL W  
N 1922-2000 II**

U				P	H	I	L	I	P		S	.			W
S			C	U	Y	K	E	N	D	A	L	L			W
N			1	9	2	2	-	2	0	0	0			I	I

**SAMPLE # 4  
AL LATTEN  
U.S. NAVY  
WORLD WAR II**

A	L		L	A	T	T	E	N							
U	.	S	.		N	A	V	Y							
W	O	R	L	D		W	A	R		I	I				

**Please see the Veterans Memorial Policy  
regarding dedication tiles and their content.**