

## TEMPLATE FOR MARKER MAINTENANCE COMMITMENT LETTER

Ohio History Connection  
ATTN: Ohio Historical Markers Program  
800 E. 17th Avenue  
Columbus, OH 43211-2497

### **RE: Maintenance Commitment for Proposed Ohio Historical Marker**

To Ohio History Connection Markers Program:

I am writing in regard to the proposed Ohio Historical Marker to be located at  
I verify, on behalf of \_\_\_\_\_, that the said organization will be responsible for the maintenance  
of the marker.

I fully understand that this long-term maintenance commits the organization to the following:

- To bear responsibility for long-term maintenance and care of the marker including regularly cleaning with a clean cloth and warm soapy water (nothing abrasive or with wax), touch-up painting, and refurbishing the marker should it become too aged or weathered for continued display;
- To promptly report to the Ohio Historical Marker Coordinator if the marker is missing, damaged, stolen, moved, refurbished, or retired;
- To submit to the Ohio Historical Marker Coordinator up-to-date photographs of the marker and its location when filing a missing marker, relocation, or marker retirement form;
- To bear the responsibility for the full-cost of refurbishment and/or replacement of the marker should it be weather-worn, damaged, or stolen.

We also agree that we will not replace the marker with any facsimile but will work with Sewah Studios (the original manufacturer of the marker) and the Ohio Historical Markers Coordinator should replacement become necessary.

We promise to care for the marker as we would any other object we value highly, for the benefit of the historical education of our visitors, our organization, and the citizens of Ohio.

Sincerely,

Name:

Signature:

Address:

Phone: