



## Guidelines for Outdoor Memorials

Approved By: President	Related Policies: ORS 351.070
Date Approved:	Contact Officer: Director of Physical Plant
Revised: March 1999	Policy Custodian: Vice President for Finance and Administration
Date of Next Review:	

### A. Purpose

This document contains guidelines for establishing outdoor memorials.

### B. Policy

1. Memorials in the form of trees, gardens, benches, sculptures, art pieces, signs, directories, and such may be donated as gifts to Southern Oregon University. All such gifts must meet the following criteria:
  - a. Memorial requests should be submitted to the vice president for finance and administration who coordinates the approval process through the appropriate directors. Final approval is through the University president.
3. Projects need a description as to purpose, suggested location, and memorial dedication. Detailed drawings and recommended wording must be provided when appropriate.
4. For plants to be memorialized with a brass plate, the plate must be appropriate to the planting and no larger than 8" x 11". If the memorial is in a grass cutting area, the brass plate must be mounted in a concrete base at surface level for easy maintenance. Memorial plates in all other areas are to be mounted on durable all-weather materials that are aesthetically pleasing to the location.
5. Memorial requests must identify the source of funding for acquisition and installation. The physical plant director determine installations costs.
6. Living memorial donations and outside works of art are not considered unless an SOU Foundation Perpetual Endowment of \$300 is established for long-term maintenance. A perpetual endowment of more than \$300 may be required if the Capital Construction Subcommittee determines that the project requires extraordinary maintenance.
7. **Living Memorials.** Memorializing of existing plantings is preferred. These may include such things as trees, gardens, planters, and plots. Donation of trees or plantings must be compatible with Physical Plant Department development plans of campus grounds, growing environments, overall campus beautification, and educational value.

All living donations are to be reviewed and approved by the director of the physical plant for campus compatibility and location.

8. **Art Works** (for example: sculptures, design pieces, benches, signs, directories). Proposed sculptures and design pieces must be submitted to the Art Department for review and comment for aesthetic integrity.
9. All benches, signs, directories, and such are to be reviewed and approved by the director of the physical plant for design, durability, and appropriate placement.
10. This policy may be revised at any time without prior notice. All revisions supersede prior policy and are effective upon approval.