Purpose:

This policy has been developed to reasonably accommodate memorial requests to honor individuals or groups associated with Green River Community College. Additionally, this policy is intended to continue to ensure the long-term quality, consistency and integrity of the college campus.

Scope:

All staff, faculty, administrators and students at Green River Community College.

Policy:

On-campus outdoor memorials or markers for deceased faculty, staff, school benefactors or students shall be limited to a single commemorative element such as a live planting, functional asset, or item of historical or educational significance.

The standards and procedures for authorizing, procuring, siting and installing on-campus outdoor memorials and markers shall be as follows:

- Authorization for an outdoor memorial must be obtained from the President.
- Public funds cannot be used to purchase or install an outdoor memorial or marker on the college campus. All associated costs will be the responsibility of the donor(s).
- Installation of an approved memorial or marker will be coordinated through the President’s office and the Business Affairs department.

The Director of Facilities will manage all outdoor memorial requests by following the criteria listed below:

**Live plantings** - Trees, plants or ornamentals

- Live plantings are selected based on location, availability and appropriateness to the campus. All efforts will be made to reasonably accommodate donor(s) wishes.
- Final placement of the selected tree or plant will be determined by the Director of Facilities.
- A memorial plaque or sign may be installed near the live planting. Plaques will follow the college guidelines for type, size and wording.
- Maintenance of the planting for its standard life will be serviced by the college grounds maintenance staff at no additional cost to the donor(s).
Functional assets - Benches, bridges or picnic tables

- Style and location will comply with the college’s Master Plan.
- Maintenance of the functional asset for its standard life will be serviced by the college grounds maintenance staff at no additional cost to the donor(s).
- A memorial plaque may be installed on the functional asset. Plaques will follow the college guidelines for type, size and wording.

Historical or educational elements – Art, sculpture or historic markers

- Style and location will comply with the college’s Master Plan.
- Maintenance of the commemorative element for its standard life will be serviced by the college grounds maintenance staff at no additional cost to the donor(s).
- A memorial plaque may be installed on or near the commemorative element. Plaques will follow the college guidelines for type, size and wording.

The college will take reasonable measures to maintain the memorial through cleaning, grounds-keeping and minor repair. Should a memorial become damaged by vandalism, disease or any other cause that requires substantial repair or replacement, it will be removed and the donor will be notified. The donor(s), if they wish, will have the option to replace the memorial at that time.

A memorial may be relocated if required due to unforeseen circumstances. The college will notify the donor(s) in advance.

All outdoor memorials will be recorded on a database that states location, type of commemorative element, donor name and the person memorialized. This database will be maintained by the Business Affairs Department.

Specific Authority:

History of Policy or Procedure

Draft: October 31, 2012
Adopted: March 5, 2013
Revised:
Reviewed by: Vickie Sheehan, Executive Director of College Relations
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