| Policy Title: | **FAD.010 Guidelines For Outdoor Memorials** |
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| Governing Body: | Facilities Management & Planning | Date Approved: | March 31, 2026 |
| Policy Contact: | Facilities Management & Planning | Approved By: | President |
| Custodial Office: | Vice President of Finance and Administration | | |
| Related Policy: | **N/A** | | |

## A. Description

This document contains guidelines for establishing outdoor memorials.

## B. Definition(s)

*SOU: Southern Oregon University*
*FMP: Facilities Management & Planning*

## C. Policy Statement

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:

1. Memorial requests should be submitted to the vice president for finance and administration who coordinates the approval process through the appropriate directors.

2. Projects need a description as to purpose, suggested location, and memorial dedication. Detailed drawings and recommended wording must be provided when appropriate.

3. 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.

4. Memorial requests must identify the source of funding for acquisition and installation.

The FMP director determines installations costs.

5. Living memorial donations and outside works of art are not considered unless an SOU Foundation Perpetual Endowment is established for long-term maintenance. A perpetual endowment may be required if the University determines that the project requires extraordinary maintenance. Any memorial request that requires regular maintenance or periodic renewal will require a SOU Foundation Perpetual Endowment to be established. The University will evaluate the investment needed on a case by case basis.

6. **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 FMP development plans of campus grounds, growing environments, overall campus beautification, and educational value. All living donations are to be reviewed by the director of FMP for campus compatibility and location.

7. **Art Works** (for example: sculptures, design pieces, signs, directories). Proposed sculptures and design pieces must be submitted to the Art Department for review and comment for aesthetic integrity. All designs will also be reviewed by the SOU Director of Marketing for compliance with the SOU brand.

8. **Benches**

    a. All benches, signs, directories, and such are to be reviewed and approved by the director of FMP for design, durability, and appropriate placement.

    b. The University's campus bench standard is the Landscape Forms "Scarborough" metal bench with arms and horizontal strap seat, 72" length, in Ivy powdercoat finish. Additions of commemorative brass plaques are welcomed. Should this bench not be available, the closest matching style & brand shall be selected.

9. All signage on campus shall comply with sizing, location and design standards as outlined in the current City of Ashland approved Southern Oregon University Campus Master Plan.

10. SOU retains the right to relocate, repair, remove or replace any memorial, as required by the University's operational needs.

11. The Board of Trustees of Southern Oregon University retains sole authority for the approval of the naming of university buildings or outdoor areas in recognition of individuals or organizations.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon approval.

## D. Relevant Authority

*N/A*

## E. Other Information

*N/A*

The Policy Contact, defined above, will write and maintain the procedures related to this policy and these procedures will be made available within the Custodial Office.