University of Nebraska at Omaha
Policy on Memorial Benches and Trees

BACKGROUND
The University welcomes requests for memorials to individuals or groups associated with the University of Nebraska at Omaha (University). To ensure consistency and responsiveness, the following procedures have been developed.

MEMORIAL BENCH PROCEDURE
1. Requests for memorial benches should be made to the Director of Facilities Management & Planning (FMP) or to the University campus architect. Both can be reached at (402) 554-2500. FMP personnel will work in partnership with personnel from the University of Nebraska Foundation on the gift.

2. Upon receiving a request to donate a bench, FMP personnel will work closely with the donor to identify a suitable location that is appropriate to the individual being honored and that conforms to the University landscape plan. The University will solely make the determination of whether an additional bench is needed on campus and will be under no obligation to install a memorial bench if no need exists.

3. The University will determine all aspects of the physical bench (composition, size, style, etc.).

4. Benches will be installed on an appropriate foundation per campus standards.

5. Each bench may include one commemorative brass plaque. Plaques must meet specific guidelines in size, shape and wording and must be approved by the University campus architect.

6. The donation required for a memorial bench is $5,000, made payable to the University of Nebraska Foundation. The University will not begin any efforts on purchasing or installing a memorial bench until the entire gift is funded.

7. The memorial benches are the exclusive property of the University. Benches will receive the same level of maintenance and care as other University assets and may be relocated at a future date due to changing campus needs. When the University determines that the bench is no longer of acceptable condition for continued use, the University is under no obligation to replace the bench or to move the plaque to another bench.

MEMORIAL TREE PROCEDURE
1. The Director of FMP manages requests for gifts of tree planting on campus in the memory of a member of the faculty, students, staff or alumni.

2. FMP personnel will help the donor select an appropriate species and an appropriate location.

3. FMP personnel will coordinate the installation and maintenance with the Grounds operation.

4. Neither plaques nor commemorative markers are permitted. Plaques may only be installed as part of a memorial bench, which can be given in association with a tree. Donors are welcome to arrange a ceremony as a dedication.

5. The tree becomes the property of the University and the campus staff cannot guarantee the perpetuation of the tree.

6. The donation required for a memorial tree is $1,000, made payable to the University of Nebraska Foundation. The University will not begin any efforts on purchasing or installing a memorial tree until the entire gift is funded.

University of Nebraska Foundation personnel are available to visit with donors about opportunities through the Foundation to set up memorial scholarship funds, academic excellence funds, faculty support funds or facility improvement projects.

Adopted December 1, 2012
commemorative plaques
technical information

May 2010

Landscape Forms supplies commemorative plaques for many bench styles. This technical information sheet serves as a thought starter. Contact your Landscape Forms sales representative for selection assistance and pricing.

Steps to specifying a bench with commemorative plaque:
1. Choose bench style first
2. Determine verbiage for plaque
3. Determine which plaque style (machined or etched) best accommodates the verbiage

Considerations when specifying a bench with commemorative plaque:

1. Preferred bench style: wood or metal

WOOD:
Plaque may be surface-mounted or recessed. Note: The machined plaque is 5/16” thick and will protrude from the surface more than the 1/16” thick etched plaque.

METAL:
Most styles do not allow the plaque to be recessed. In this case, the thinner etched plaque is more suitable.

2. Preferred plaque style

MACHINED:
Style: Traditional with raised lettering on bronze
Material: Bronze
Size: 2” h x 10” w x 5/16” d
Fonts: Times New Roman (consult with your sales representative if other fonts are desired)
Verbiage: Number of characters and lines limited due to machining process
Mounting: Recessed for wood benches or Scarborough strap bench. Surface-mounted for all other bench styles

Typical bench styles: Scarborough strap bench (recessed or surface mounted plaque), Plainwell wood bench (recessed or surface mounted plaque), Plainwell aluminum bench (surface mounted plaque only)

2. Preferred plaque style (continued)

ETCHED:
Style: Transitional or contemporary look with letters etched into bronze or stainless steel.
Material: Stainless Steel or Bronze
Size: 2” h x 10” w x 1/16” d
Fonts: Times New Roman (consult with your sales representative if other fonts are desired)

Verbiage: Etching process allows for more characters and lines
Mounting: Surface Mounted

Typical bench styles: Plainwell (wood or aluminum), Towne Square, Sit, Stay, Webspring

Note: Custom sized plaques are available, style of bench determines dimensions.