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Responsible University Administrator:

Vice Chancellor, Business, Finance & Business Development

Responsible University Office:

Facilities Management and Planning

Policy Contact:

John Amend Assistant Vice Chancellor & Director, FMP • jamend@unomaha.edu

Memorial Benches and Trees

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Scope

This policy applies to memorial benches and memorial trees on University of Nebraska Omaha (UNO) property.

Policy Statement

The university welcomes requests for memorials to individuals or groups associated with the University of Nebraska Omaha (UNO). Requests for memorial benches and/or memorial trees should be directed to the Assistant Vice Chancellor, Director of Facilities Management and Planning. 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.

Reason for Policy

To ensure consistency and responsiveness for memorials at the University of Nebraska Omaha (UNO), this policy and the following procedures have been developed.

Procedures

Memorial Bench

1. Requests for memorial benches should be made to the Assistant Vice Chancellor, Director of Facilities Management and Planning (FMP) at 402.554-2500. FMP personnel will work in partnership with personnel from the University of Nebraska Foundation on the gift.
1. 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.
1. The university will determine all aspects of the physical bench (composition, size, style, etc.).
1. Benches will be installed on an appropriate foundation per campus standards.
1. 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.
1. 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.
1. 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

1. The Assistant Vice Chancellor, 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.
1. FMP personnel will help the donor select an appropriate species and an appropriate location.
1. FMP personnel will coordinate the installation and maintenance with the grounds operation.
1. 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.
1. The tree becomes the property of the university and the campus staff cannot guarantee the perpetuation of the tree.

1. 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.

Additional Contacts

Subject	Contact	Phone	Email
Other Memorial Requests	University of Nebraska Foundation		nufoundation.org/contact

Forms

Exhibit A: [Examples of Campus Benches](#)

Exhibit B: [Commemorative Plaques Technical Information](#)

Related Information

[University of Nebraska Board of Regents Policy 6.2.7: Naming of Facilities](#)

[University of Nebraska Board of Regents Policy 6.6.7: Gifts, Grants and Bequests](#)

History

Policy approved on 12/01/2012.

Policy placed into standard campus template on 01/10/2018.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

