

University of Washington Facilities Services Policy and Procedures

SUBJECT: Memorial Benches

PURPOSE: Policy on Memorial Benches at the University of Washington.

The University receives requests for memorials to individuals or groups associated with the University of Washington. One means to fulfill this request is to install benches on campus with memorial plaques. This policy has been developed to make sure that this can be accomplished and that standard procedures are followed by all requesting individuals or organizations.

PROCEDURE:

Requests for Memorial Benches should be made to U of W Facilities Services (206 685-1407) or to the Campus Landscape Architect (206 221-4228).

The cost for a Memorial Bench is **\$5,000.00** made payable to the University of Washington. This cost includes procurement and installation of the bench and the plaque.

The bench style and location must conform with the ADA resting bench program and long range campus bench plan.

The donor may request a specific area for the bench location however the bench must be in conformance with the U of W resting bench guidelines.

The Grounds Department can arrange a ceremony if requested by the donor.

Memorial plaques must meet specific guidelines in size, shape and wording and approved by the University.

A Gift Transmittal Form will be forwarded to the Gift Processing unit of the Development Office within 5 days of the gift check.

The installed Bench will be maintained by the U of W Facilities Grounds Department.

All memorial benches are added to a special database which states location, type of bench, donor, and amount donated and the person memorialized.