University of Wisconsin-Madison
Campus Memorials Policy
(approved by the Campus Planning Committee, Oct. 2, 2003)

Definition & Purpose:
This policy gives guidance for the physical commemoration on the University of Wisconsin-Madison campus of individuals or significant events associated with the university.

Per current Board of Regents policy, it is the preference of the Board to “commemorate the contributions of individuals to academic excellence through the naming or dedication of scholarships, programs, professorships, and other similar actions.” However, from time to time, the Board recognizes that there may be a desire to name or dedicate site related facilities or portions of facilities after a person. This includes benches, tables, plazas, signs, trees, etc. Individuals or significant events that wish to be commemorated with a physical memorial must have a direct affiliation with the university (existing or prior faculty, staff or student; research discoveries, etc.) Memorials need to reflect the campus ‘culture’ and recognize the overall historical significance of the person or event. Memorials need to ‘tell the story’ of the University of Wisconsin-Madison.

Policy Statements:

1. Building and interior room naming and memorials shall follow current Board of Regent policies. (BOR Policy 96-1, Resolution 7166 adopted on 03/08/96)

2. The location of memorial benches, boulders, trees shall be sited at the discretion and recommendation of Facilities Planning and Management staff.

3. All funding donations need to be procured by the UW Foundation and be associated with a department or unit on campus. Monetary gifts are the norm. Gifts-in-kind will be accepted only on a limited basis.

4. Elements within a public space within a department needs approval of the department chair and appropriate dean or director. Elements in a public space inside a building NOT related to a specific department needs approval of the facility manager and the Dean.

5. Siting of all memorials shall conform to the approved campus master plan and care shall be taken not site a memorial where future development is planned.

6. The university agrees to replace memorial trees that need removal or replacement within the first 15 years of the tree’s life. After 15 years, if a tree needs to be removed or replaced, if desired, shall be at the expense of the donor or donor’s family.

7. The university shall be responsible for the periodic maintenance of memorials.

8. Memorial gifts such as benches, chairs, and other site furnishings shall have a replacement of 15 years. The university agrees to replace the memorial gifts that are damaged or destroyed within the first 15 years. After 15 years, replacement of the memorial, is at the expense of the donor or donor’s family.

9. All siting of memorials shall consider routine maintenance concerns such as mowing and snow removal.

10. The cost of memorials shall include all initial costs of materials and installation along with any necessary maintenance endowment.

11. All memorials shall strive to use certified sustainable materials including the use of sustainable wood or metal for benches.

Restrictions:
- If the request involves a living individual who has formally associated with the University of Wisconsin-Madison, or has held a paid public office, a normal waiting period of five years must have elapsed from the time a person has terminated their association with the University.

- Memorial trees will not include a plaque or marker. All new memorial trees will be catalogued by Facilities Planning and Management staff and be recognized by the UW Foundation in their annual report.

- Policies for memorials in the Campus Natural Areas will be developed by the CNA Committee.