University Policies and Procedures

06-04.02 - MEMORIAL POLICY AND GUIDELINES

The Central Campus Memorial (referred to currently as the Memorial Garden), proposed to be located between the University Union and Smith Hall, will be designed to provide visitors with a peaceful place where the lives of members of the Towson University community may be remembered and celebrated. As the seasons change so too will the memorial, reminding visitors of the continuous cycle of life. A place for contemplation, the Memorial Garden hopes to inspire reflection, discovery, hope and renewal.

Gifts to the Memorial Garden

Donors desiring to memorialize or honor a member of the Towson University community (faculty, staff, students, alumni and friends of the university) will be encouraged to contribute to the Memorial Garden since it is designed to serve as a focal point for campus memorials.

Memorial Display

Donors who make a gift of $1,000 or more to the Memorial Garden will have the opportunity to memorialize or honor an individual by way of a permanent display located at the entrance to the Garden. The name of the individual whom the donor wishes to remember will be listed on the display.

The display will be in accordance with the following guidelines:

Wording will be limited to:
[Name of deceased/honored]

No prefixes or suffixes will be used. Middle initials may be used.

Class years will be included for Towson University alumni:
[Name of deceased/honored] ['YY]

Gifts, at any level, can be made to the Memorial Garden; however, in order for the name of the honored to be listed on the remembrance display, a minimum gift of $1,000 restricted to the Garden is required. The Development Office will be responsible for updating the display twice a year.

Memorial Garden Special Gift Opportunities
Gifts of materials, landscape plantings and other properties (i.e. benches, bricks, statuary, etc.) are welcome as required by the design of the Memorial Garden. Donors contributing these gifts, regardless of the amount, will have the names of the honored listed in a special section of the remembrance display. A list of approved special giving opportunities with approximate pricing information is available and will be updated by Facilities Management as the needs of the Garden change.

**How Contributions to the Memorial Garden Will Be Used**

Contributions made to the Memorial Garden will be placed into a fund managed by the Towson University Foundation, Inc. The purpose of the fund will be restricted to the construction and maintenance of the Garden, including the purchase and updating of the remembrance display.

**Materials to be Used in the Memorial Garden**

To protect the integrity of the Memorial Garden landscape, the Department of Facilities Management must approve all materials and plantings to be used in the Garden. A list of those approved will be made available for those wishing to make a gift of materials or plantings (refer to section “Memorial Garden Special Gift Opportunities”).

**Issues Related to the Memorial Garden**

Questions pertaining to the design and use of the Memorial Garden will be addressed by the university’s Space Committee during regularly scheduled meetings.

**Use of the Memorial Garden**

The Memorial Garden will be open seven days a week in accordance with university policies and procedures for campus facilities.

**Additional Campus Memorial Opportunities**

The university wants to make available to its community the opportunity to memorialize or honor individuals in ways that benefit current and future students. At the same time, it is important that any of these types of designations fit appropriately into the overall physical environment of the campus and that they be placed in an area where future construction is not anticipated. Therefore, planting of trees outside of the Memorial Garden or placing plaques on campus, when not officially sanctioned by the Space Committee, cannot be accepted.

Through the creation of the Memorial Garden, the university has established a special venue for those who wish to memorialize or honor a loved one in a lasting way. This opportunity complements, but does not replace, other existing avenues for such gifts. Information on other gift opportunities is available from the Development Office.
Approved: 5/17/05

Effective: 5/17/05