

## **Commemorative Landscape Gifts Policy**

Pittsburg State University consists of students, faculty, staff, alumni, community members and friends of the University. Much of their engagement takes place within the campus itself. Campus architecture and landscape form a unique environment in which we live, learn and work. The Campus Master Plan seeks to preserve the aesthetic culture and heritage of the campus while looking to accommodate needs of the future. Every effort will be made to protect current vegetation.

Gifts to Pittsburg State University must enhance the University's mission, align with the current and future functions of the building/space in question, and accommodate efficient maintenance of the campus infrastructure. Special consideration will be given to ensure that building access and campus circulation is not impeded in any way. Gift placement must be mindful of recruitment and retention, as well as alumni perspectives, while maximizing enjoyment of the space. Very few additions to the "Oval" will be approved, given the context of this traditional space, and the need to respect its historical nature.

There must be a substantial tie (longevity of association, etc.) to Pittsburg State University in order to memorialize an individual on campus, as determined by the Executive Director of the PSU Foundation.

Landscape commemoratives will be underwritten by the donor(s). Expenses may include acquisition, shipping, materials, labor, placement or installation, future maintenance costs, safety, lighting, security of the gift, insurance, and other expenses as may be necessary for a particular gift or site.

Every effort will be made to retain gifts on campus until such time as they become unsafe or unacceptable from an aesthetic standpoint, or due to campus growth or future construction. The University will retain the right to move, alter or remove the item should the needs of the University change over time with respect to the gift, site, Campus Master Plan, or campus itself. PSU will work in consultation with the donor or donor's representative when installations need to be changed.

Uniformity is of major concern. Landscape memorials and tributes will be of a size, material, design, location, etc. consistent with University standards and the Campus Master Plan.

### **Trees**

The University discourages the planting of trees or other plants as commemoratives or memorials because of the possibility that they may need to be removed due to storm damage, disease, or future construction. If approved, the species and site selection must be in keeping with University standards and Campus Master Plan.

### **Gardens**

A long-term goal of the Campus Master Plan is to create additional green space within the campus. Opportunities may exist to establish commemorative gardens within the campus environs.

### **Benches**

The Campus Master Plan addresses pedestrian walkways for the campus. Certain areas may be designated as especially appropriate for installation of benches or other features that may serve as seating. Additional outdoor seating must follow University guidelines regarding size, material, finish, mounting and style.

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### **Sculpture**

The University landscape provides ample opportunity for outdoor sculpture. A separate policy addresses proposed installation of artwork.

### **Other**

A plaque recognizing an individual(s) or entity may be affixed to a gift at the donor's expense. The text on the plaque will be limited to "donated by", "in memory of" or "in honor of" and the person's or entity's name. The size of the plaque is not to exceed 12" x 6" and will be made of such material as prescribed in and placed according to University guidelines. All donor recognition signage, building dedication plaques, etc. will be facilitated through the Executive Director of the Pittsburg State University Foundation.

People or groups seeking to preserve the memory of a person or event are reminded that other forms of commemoration may be more meaningful and appropriate. These might include scholarships, library collection, artwork, classroom equipment, or other items related to the mission of the University.

Please contact the **Office of University Development at 620-235-4768** for information regarding gifts to Pittsburg State University. The PSU Foundation accepts all gifts on behalf of Pittsburg State University.

The management of the gift will depend upon the area of relevance.

Proposed commemorative landscape gifts will be considered by the Design Review Committee and recommended to the Facilities Master Planning Committee for acceptance. Each will be considered on its own merit with reference to University policies and standards, the Campus Master Plan, current and future needs, and long-term costs. Please be advised that the University reserves the right to refuse any gift.

Gifts will be recorded and a comprehensive inventory will be maintained in the Office of University Development.

*Proposed exceptions to the University policy may be given due consideration by the President's Council and/or Facilities Master Planning Committee.*

*Please be advised that any unauthorized installations will be removed.*

August, 2012

**Proposals are to include:**

Person submitting request:

Relationship of donor and honoree to PSU:

Name of Donor(s):

Contact information:

Project Description:

Today's Date:

Is project time sensitive?

Proposed implementation date:

Projected cost of project:

(Please provide detailed budget)

Funding source(s):

Upkeep projection:

Thank you for your support of Pittsburg State University. Please forward to University Development.