



Gardens and Grounds Committee Guidelines Gifts, Plaques, Markers, and Memorial Plantings

The offering and acceptance of gifts and donations to the congregation are guided by the UUCville Policy Manual, Section 7, Gifts. These Gardens and Grounds Committee Guidelines augment the Gift Policy to provide additional guidance for gifts of plaques, identifying markers, and memorial plantings on the grounds of UUCville.

PURPOSE: To provide guidelines for congregants and friends of UUCville who wish to:

- Memorialize or honor an individual or group with a planting and/or plaque;
- Identify flora through the use of markers;
- Make a gift of garden furniture, lawn ornamentation, garden accessory, or hardscape to the Gardens and Grounds Committee (GGC).

CRITERIA and PROCEDURE:

1. To plant flora of any type on the grounds, with or without a plaque, in honor of an individual or group the following procedures shall be followed:
 - A. An individual or group must have contributed significantly to UUCville.
 - B. A nomination must be accompanied by letters from three UUCville congregants providing examples of efforts expended for the betterment of UUCville.
 - C. Nominations will be reviewed by members of the GGC and must be approved by a majority of the members of the GGC.
 - D. The plant selection must follow the planting guidelines developed by the GGC.
 - E. All plaques and markers associated with plantings shall include the common and botanical name of the plant(s).
 - F. The planting and plaque location will be at the discretion of the GGC, taking into consideration the wishes of the donor.
 - G. Planting must be done by a qualified individual.
 - H. Expenses related to the planting and plaque must be assumed by the Donor.
 - I. The contributing party(s) is asked to assist with the maintenance of the planting for at least one year, through the Adopt a Spot program. If the plant does not thrive, the GGC is not responsible for replacing the plant(s) and the GGC may remove the plant(s) and plaque if not replaced by the original donor(s). The plant(s) may also be removed by the GGC if the plant(s) is diseased. The donor(s) recognize that landscapes evolve over time and that a plant(s) may need to be removed as the ground's plans and design change to fit the congregation's needs.
2. The placement of plaques in honor of an individual or group, without a planting, must follow the same procedure and adhere to the same criteria as outlined in section 1, as applicable. The placement of plaques without an accompanying planting is discouraged.
3. Plaques and marker specifications
 - A. The size shall be: 3" x 5"
 - B. The material shall be: Brass or metal equivalent

- C. These specifications also apply for plaques that are intended for the sole purpose of identifying a plant by species and not used in conjunction with a memorial or honorarium. Plaques used for this purpose must also be approved by the GGC.
 - D. Plaque and marker placement shall be in the ground in front of flora facing outward from the planting toward the direction of walking traffic.
4. The Gardens and Grounds Committee may consider the donation of garden furniture, garden ornamentation, garden accessory, or hardscape. If the donation is in honor of an individual or group, the procedure defined in section 1 applies.
- A. The nomination should include a detailed description of the garden furniture, garden ornamentation, garden accessory, or hardscape. The description shall also include a cost estimate of the donation.
 - B. The final design and placement location of a donation will be at the discretion of the GGC, taking into consideration the wishes of the donor.
 - C. No hardscape, garden ornamentation, lawn furniture, or garden accessories shall be placed on the grounds without the explicit approval of the GGC.
 - D. A plaque that meets the specifications may be placed on lawn furniture to recognize the honoree. The plaque must be flush with the furnishing.
5. Per the UUCville Gift Policy, the GGC may accept gifts up to \$500 in value. Offers of gifts exceeding that amount must be considered for approval by the procedures defined in the Gift Policy.