**2025 COMMEMORATIVE BENCH PROGRAM**

**TERMS & CONDITIONS**

**Article 1 QUALIFICATIONS FOR CAMPUS ARBORETUM FUND**

1.1 All commemorative benches are placed in recognition of monetary gifts from one or more individuals to the Michigan State University Campus Beautification Fund. Gifts to the fund are recognized by the installation of a bench which will be labeled with a commemorative plaque.

1.2 All commemorative bench styles shall be selected by Infrastructure Planning and Construction to compliment the area in which it will be installed. The donor’s desired location will impact the type of bench allowed.

1.3 One bench will be installed for each gift as described in Article 2.

1.4 Landscape Services reserves the right for final selection (or rejection) of the donor’s desired bench location.

**Article 2 FUNDING**

2.1 One commemorative bench will be placed on campus for each gift amounting to not less than $10,000-$12,000 (ten thousand dollars to twelve thousand dollars depends on the selected location) made to the Campus Beautification Fund. The minimum gift amount is subject to annual review and adjustment by Landscdape Services to account for inflation and changing material costs.

2.2 Gifts for benches will be received by Michigan State’s University’s office of Landscape Services. Checks are to be made payable to Michigan State University.

**Article 3 WARRANTY**

3.1 All benches will be maintained by Michigan State University until such time as their physical condition has deteriorated beyond repair (as determined by Landscape Services). At such time that a bench is required to be removed, reasonable attempts will be made to notify the donor.

3.2 If a commemorative bench becomes unsightly due to corrosion, vandalism, or acts of God (aesthetic judgments to be determined by Landscape Services) within a twenty-year period from the installation date, the bench will be replaced and re-installed.

3.3 All records associated with each commemorative bench, as described under Article 4, will be maintained for the duration of the bench’s installation by Landscape Services.

3.4 If future construction causes the removal of a commemorative bench within ten (10) years of the time it was installed, the bench will be relocated as determined by Landscape Services. All records and recognition measures as described under Article 4 will be updated.

**Article 4 RECORDS AND RECOGNITION**

4.1 Each commemorative bench will be recognized by a plaque mounted on the bench depicting the name(s) for which the bench commemorates (e.g., in honor or in memory of…), and the person(s) name who donated the bench.

4.2 After installation, each commemorative bench will be photographed. It will then be placed on file with Planning, Design and Construction, and a copy will be forwarded to the MSU Landscape Services department.

**Article 5 ACCEPTANCE**

6.1 By signing below, the donor accepts the terms and conditions as described herein. The signed terms and conditions document along with a signed application and check payable to Michigan State University in the amount of $10,000-$12,000 (depends on the selected location) will initiate the internal service request for selecting and installing the commemorative bench. Checks and signed documents can be mailed to Landscape Services at 1060 Stadium Rd, East Lansing, MI 48824.

Donor Signature and Date

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