**2025 COMMEMORATIVE BRICK PROGRAM**

**TERMS & CONDITIONS**

**Article 1 QUALIFICATIONS FOR CAMPUS ARBORETUM FUND**

* 1. Commemorative bricks are placed in recognition of monetary gifts from one or more individuals to the Michigan State University Campus Arboretum Fund.
	2. Commemorative bricks shall be limited to 4”x 8” or 8” x 8” bricks.
	3. One brick will be installed for each gift as described in Article 2.
	4. Landscape Services reserves the right for final selection (or rejection) of the location on campus.

1.5 Batch engraving and installation of 5-10 donor bricks will be completed.

**Article 2 FUNDING**

2.1 Placing a commemorative brick on campus requires a minimal gift of two handred and fifty dollars ($250) for 4”x 8” brick and five handred dollars ($500) for 8” x 8” brick. Funds go to support the engraving, installation, certificate, maintenance and warranty periods, and the Campus Arboretum Fund that sponsors landscape enhancements across the campus.

2.2 Checks should be made payable to **Michigan State University** and mailed to Landscape Services along with a completed Commemorative Brick Donor Application.

2.3 Michigan State University will provide the following:

a. Materials and labor as required for installation and maintenance of the gift placing in a healthy condition as described under Article 3.

b. Labor required to install and maintain identifying markers as describe under Article 4.

2.4 Costs in conjunction with replacement of commemorative brick as described under Article 3 will be incurred by the Campus Arboretum Fund as administered by Landsape Sevices.

**Article 3 WARRANTY**

3.1 For the duration of its life span, each commemorative brick will be maintained by Michigan State University per normal hardscape practices utilized by the Landscape Services department for the general campus landscape.

3.2 Records associated with each commemorative brick, as described under Article 4, will be maintained for the duration of each brick’s life span by Landscape Services.

* 1. If a commemorative brick damaged within a 10 (ten) year period, beginning on the date installed, the brick will be removed and a new brick will be installed (the warranty period does not restart). The donor will be contacted, if possible, and advised of the situation. See Article 5 for trees that die outside of the warranty period.
	2. If unforeseen construction (such as new buildings or roads) cause the removal of a commemorative brick within 10 (ten) years of the time it was installed, a new brick will be placed in the name of the donor(s).
	3. Records and recognition measures as described under Article 4 will be updated and reviewed in conjunction with all replacement plantings.

**Article 4 RECORDS AND RECOGNITION**

4.1 After installation, each commemorative brick will be photographed, its location identified within campus basemaps and data sources. It will then be placed on file with Landscape Services.

4.2 Items of information to be included on each marker will be limited to the following:

a. Person or persons for whom brick has been planted or commemorates.

b. Name of donor (optional); when more than one donor is involved, a collective name such as “Friends of” or “Family of” will be implemented.

**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 a minimal gift of two hundred and fifty dollars ($250) for 4”x 8” brick and five hundred dollars ($500) for 8” x 8” brick. 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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