

Document Control

Document Control	
Title	Memorial Policy
Version Number	1
Review Date	15/03/2024
Issue Date	15/03/2023
Status	Approved at the ULB.
Author	David Corden.

Version Control

Version	Date	Change	Prepared By	Approved By
1	15/03/2023	Initial draft.	David Corden	The ULB

Scope

De Montfort University supports the principle of allowing memorials on its campus, as well as the spreading of ashes, but is mindful that its facilities are enjoyed by a wide range of people. The university will therefore ensure that the application of this principle is managed and regulated, for the mutual benefit of all.

Association with the university

Requests for memorial plaques, or for the spreading of ashes, will typically be limited to people with a former association with the university. The list below is representative, but not exhaustive:

- A former member of staff (typically with at least 5 years of service).
- A former active student.
- A former alumni student.
- A former governor.
- A former honorary award graduate.
- A former third party to the university, with an outstanding university contribution.

The Space Planning Team will have the discretion to deviate from this representative example list, as necessary.

Memorial Option 4

A request for a customised stone memorial in (or on the outside) of university owned buildings. This will be priced individually, and must be paid for by the family concerned, or a university faculty or directorate, subject to the approval of the Director of Estates, in consultation with the relevant Dean, Director, or University Leadership Board member as necessary. The lifespan of this memorial will be agreed by exception. This option is typically restricted to people who have made a significant contribution towards the university.

The cost for this option will be submitted to the family member or university faculty or directorate on a case-by-case basis, and only once reviewed (and approved) by the Director of Estates, in consultation with the relevant Dean, Director, or University Leadership Board member.

Exclusions to this policy

We do not offer an option for memorial benches, as these are subject to wear, or may become vandalised over time. We also do not offer a standard option of tree planting, given the limited locations available on our Campus. Requests for memorial plaques within university owned buildings will be reviewed on a case-by-case basis. Our Naming Policy and Pro capital project or building, which is outside the scope of this policy. By exception, and at the discretion of the Director of Estates, no charge for university room hire for a wake or service will be levied. However, ancillary costs will need to be charged, such as parking, catering and any overtime necessary for room set up.

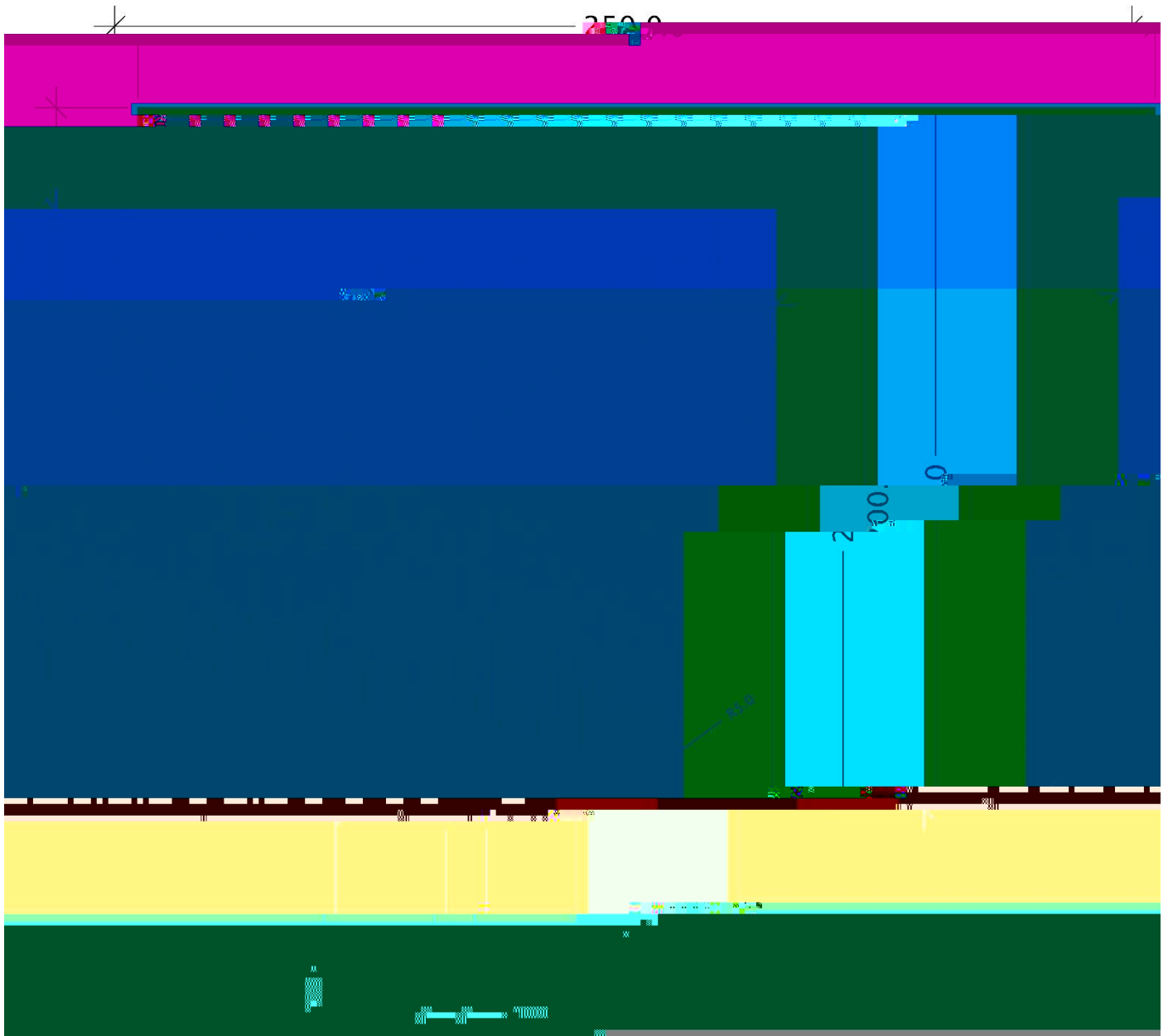
Payment

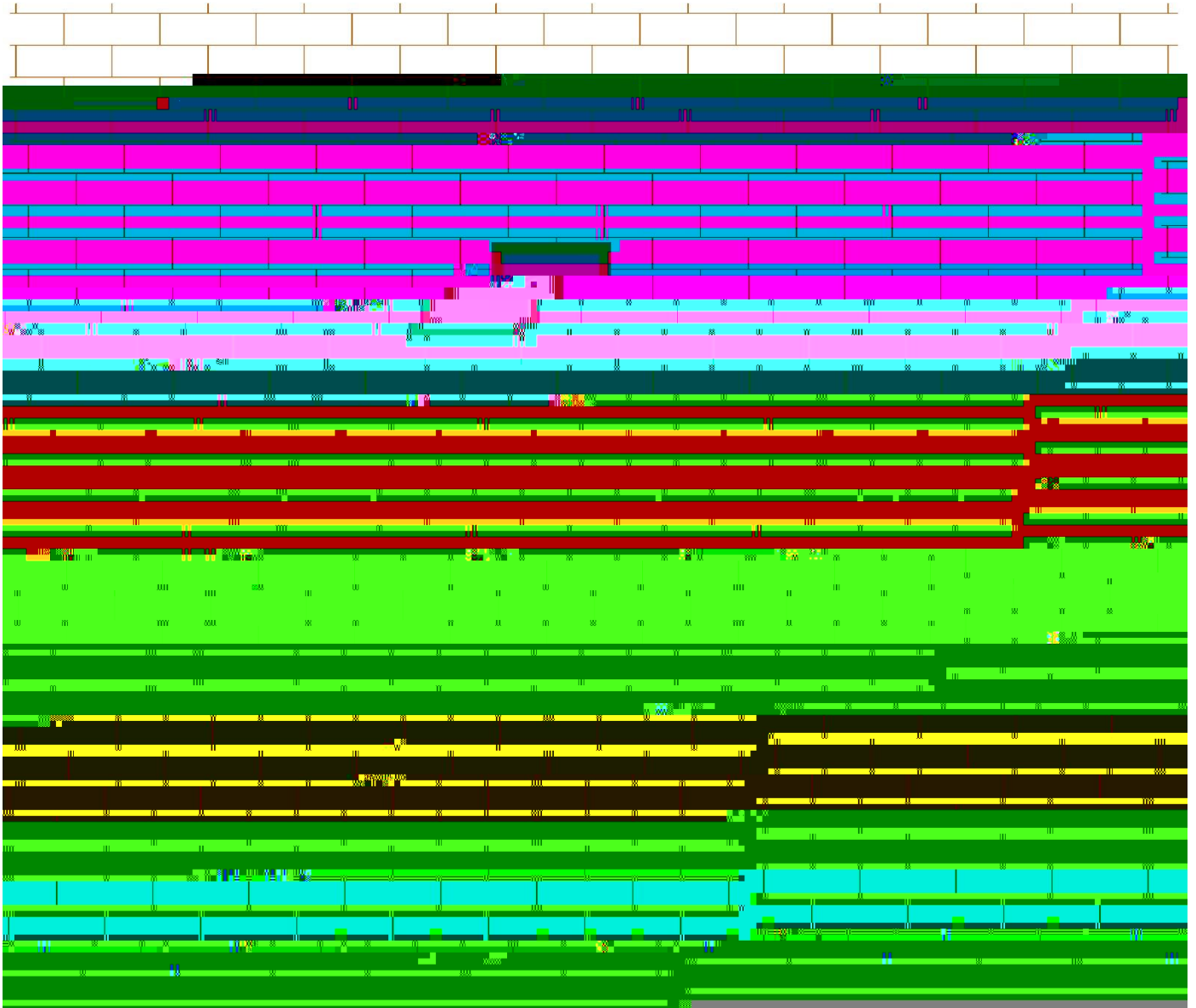
Subject to request approval, any associated payment to the university must be settled in advance. Our Space Planning Team will contact the requestor and provide our bank information (detailed below), which will be settled by our Income Team. No request will proceed without the clearing of

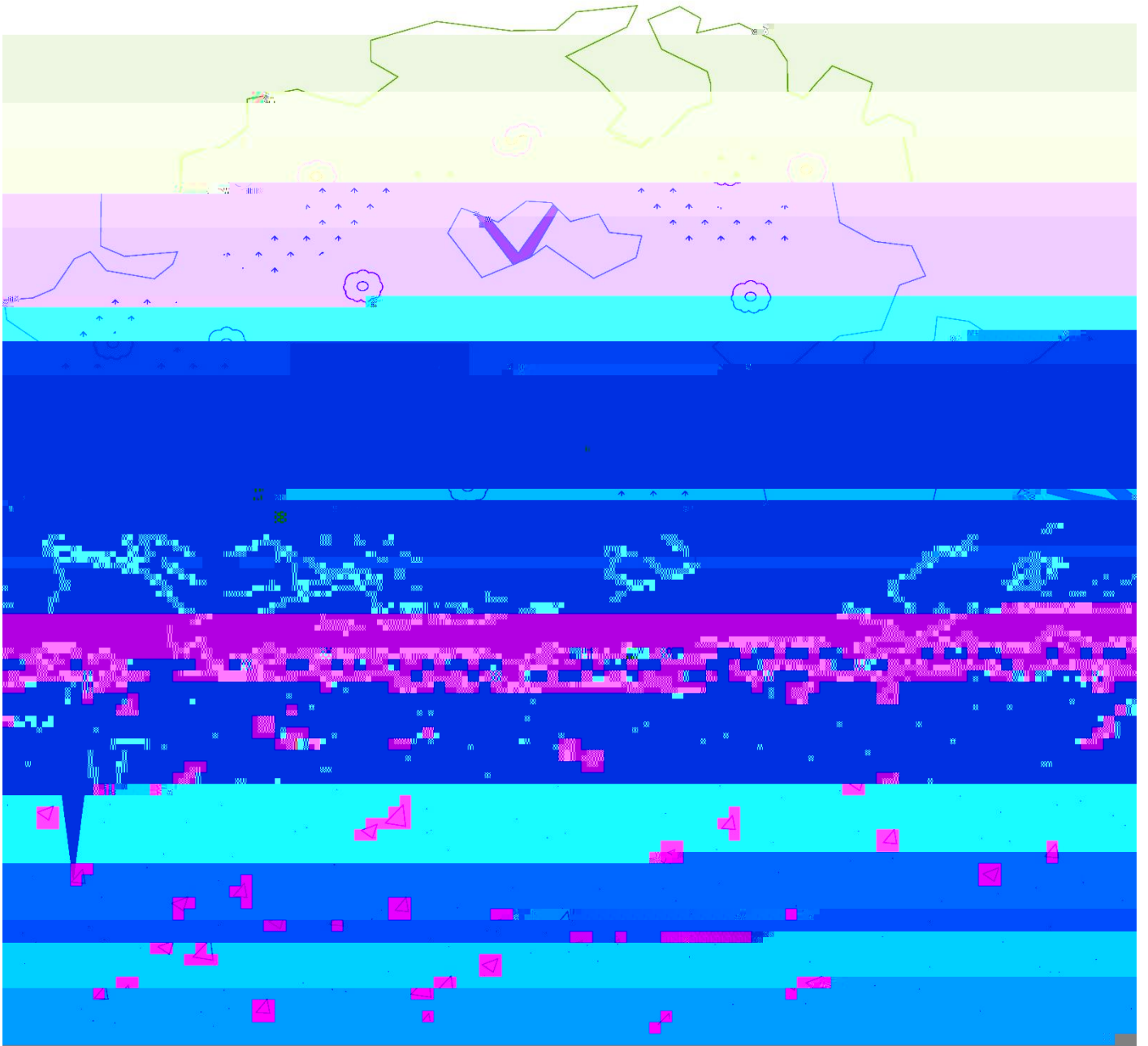
The requestor accepts that (on occasion) memorial plaques or bushes may need to be respectfully moved by

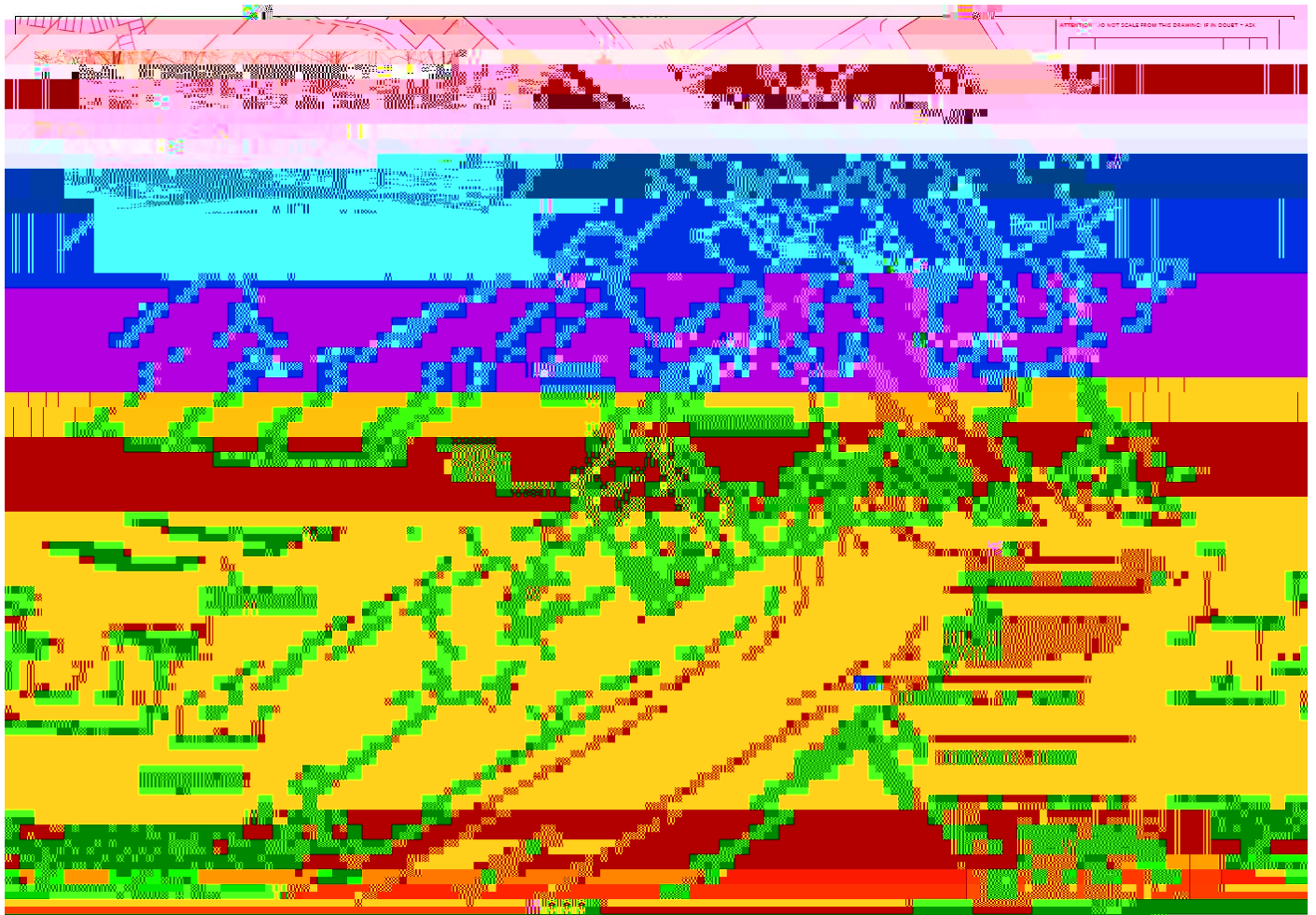
Appendix 1

Option 1: Wall Mounted Plaque (Trinity House Herb Garden Memorial Wall)









Option 3: The Scattering of Ashes

