

Memorial Policy

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Document Control

Document Control	
Title	Memorial Policy
Version Number	2
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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
2	18/11/2024	Removed Ground Mounted Plaque and Bush option and updated the price for the Wall Mounted Plaque, to reflect inflation.	David Corden	David Corden

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.

The deceased's 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 Estates Helpdesk team will have the discretion to deviate from this representative example list, as necessary. Significant exceptions must be authorised by the Head of Estates Policy and Planning who will consult with the relevant Dean, Director, or University Leadership Board member as necessary.

Acceptable memorial plaque options

To ensure the standardisation of memorials around our campus the following options are available:

Memorial Option 1

- A wall mounted wooden base (250 x 200mm) with a stainless-steel engraved plaque (200 x 150mm).
- The wooden base is lacquered in a light mahogany style.
- Up to 4 lines of black engraved text (Arial font).
- Mounted to the memorial wall within the Trinity House Herb Garden.
- **The cost to instruct this option is £245, inclusive of VAT.**

Memorial Option 2

- The spreading of ashes on designated university green spaces.
- **There is no cost to request this option.**

Memorial Option 3

- 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 Campus Innovation, 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 Campus Innovation, 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 or bush planting, given the limited locations on our campus. Requests for memorial plaques within university owned buildings will be reviewed on a case-by-case basis. Our 'Philanthropic Naming Policy and Procedure' (available on request), outlines the university's stance on naming a project, initiative, capital project or building, which is outside the scope of this policy. By exception, and at the discretion of the Director of Campus Innovation, 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 Estates Helpdesk 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 funds in advance.

Bank Details	
Bank	National Westminster Bank Plc
Account Number	87269171
Sort Code	60 60 06

Processing your request

On receipt of payment, memorial requests will be processed by the Estates Helpdesk team, through to completion. The production costs of any memorial plaques will be funded by our Estates & Facilities Directorate, with the income going back to the same directorate (to net off the costs associated).

Subject to the approval of the spreading of ashes, our Estates Helpdesk team will coordinate with university Security over the booking and ensure that there is no respectful interference. The spreading of ashes must be limited to university owned green spaces (see our [Appendix](#) for further information). The direction of the wind should be considered in such circumstances, with inclement weather avoided if possible. Requests for the scattering of ashes on land or water not owned by the university must be submitted to the appropriate third-party organisation, without connection to the university. Advice and guidance can be given, as necessary. There are no UK laws or licenses needed for the spreading of ashes, but the permission of the landowner should be sought in advance.

Data gathering, processing and retention

Details of the original request and the associated family contact information will be kept on file for the duration of the life of the memorial plaque. At the end of the memorial designated lifespan, and in line with the [General Data Protection Regulation \(GDPR\)](#) all data will be destroyed.

Memorial plaque examples

Each of our memorial plaque options are standardised, aside from the chosen wording, with no additional embellishes authorised. See our [Appendix](#) for examples of each plaque. Please note, however, that these examples are representative only and may change without notice, subject to availability and specification. The prices quoted within this policy may also be subject to change. Should this be the case then the requestor will be informed.

Memorial request submission

To submit a request for a memorial please [complete this form](#).

Equality, Diversity, and Inclusion considerations

- Please note that access to the Herb Garden is restricted by steps. We will offer an accessible ramp on request. Please call 0116 2506366. The raised memorial bed area is step free and accessible.
- Should the requestor be unable to make an online payment then (by exception) a cash payment may be processed by our Finance Directorate. This will need to be agreed in advance.
- Should the requestor not be able to submit our online form then (by exception) they may contact our Estates Helpdesk team to make a request manually. Please call 0116 2506366.

Terms and conditions

Given the understandable sensitivity of requesting a memorial plaque, or the spreading of ashes, a series of terms and conditions are applicable. Please ensure that you have read through these thoroughly.

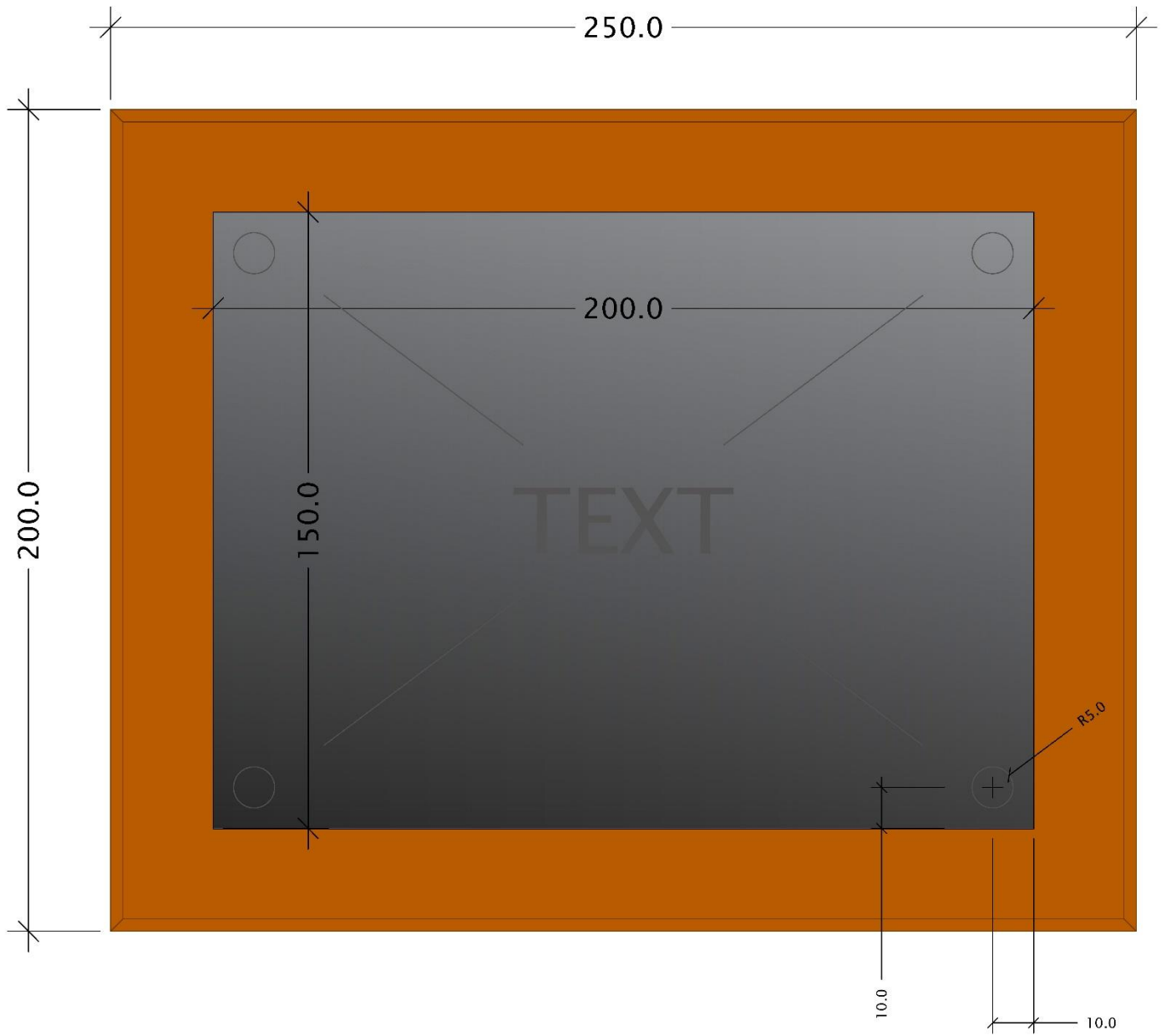
- The requestor intends to pay the associated cost for the memorial and will make the necessary payment before any memorial is arranged once our Estates Helpdesk team has approved the request.
- The requestor agrees that the final say as to the exact location of the memorial will be at the discretion of the university, as aligned with the representative examples in our [Appendix](#).
- The requestor accepts one of the standardised memorial options outlined within this policy, and that no further embellishes, memorial offerings, flowers or gifts may be left at the memorial location.
- The requestor accepts that the university holds no liability for the future potential loss, damage, or vandalism to memorial plaques. Should any of these unfortunately occur then the university will offer the requestor the option to pay for an additional replacement or repair.
- The requestor accepts that any memorial ceremony arranged after the placement of a memorial plaque (if applicable) will be limited in the number of persons in attendance, cognisant of the operational needs of the university and will be respectful to the university's diverse community.
- The requestor accepts that (on occasion) memorial plaques may need to be respectfully moved by our Maintenance Team or Contractors for building works. Should this occur then the university will attempt to contact the requestor and inform them of the area of re-location.
- The requestor accepts that it is their responsibility to inform the university of any change in contact information. The university will make reasonable efforts to contact the requestor in the event of a future problem. However, should we be unable to make contact then the actions taken by the university resultant of our terms and conditions will be final, and not subject to appeal.
- The requestor accepts that the university has no obligation to accept a memorial request, particularly if it is deemed to fall outside of the scope of our Memorial Policy. If the university were to respectfully decline a request, then this will be communicated to the requestor as soon as is practicable.
- The requestor agrees that the ownership of the memorial plaque will rest with the university, and that the memorial plaque will be removed after a period of 10 years. This 10-year period is a representative example,

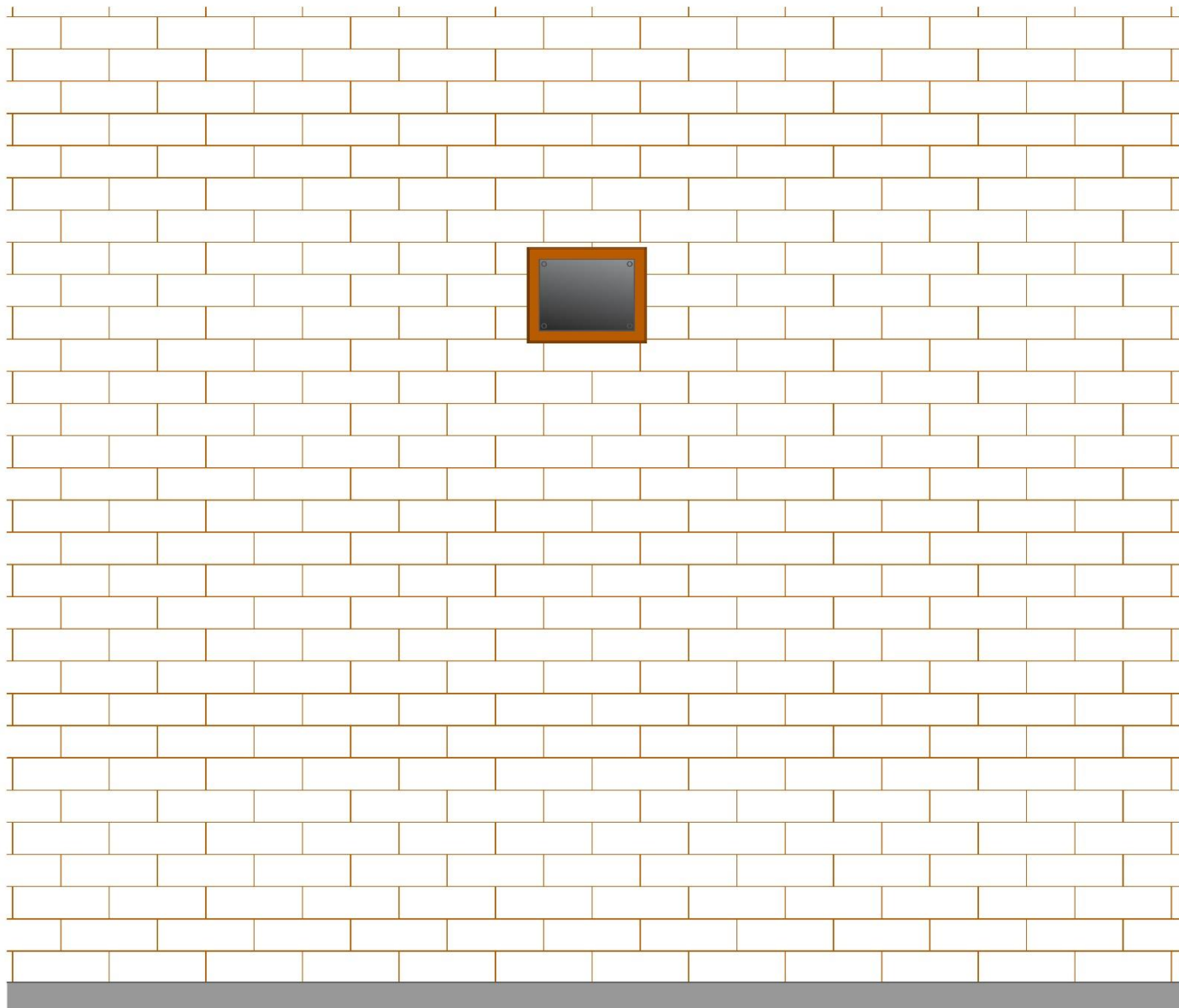
and the plaque may remain in situ longer, should the conditions be deemed appropriate by our Maintenance Team, and the memorial area have suitable space.

- The spreading of ashes must be conducted outside of operational hours (7.30am to 5.30pm weekdays) and must not infringe on any planned university events or operations. The spreading of ashes must also be limited to university owned green spaces (see our [Appendix](#)).
- The requestor accepts that the university will hold the request information submitted, in line with GDPR, for the time that the memorial is in situ. Data will be destroyed thereafter.
- The requestor declares that the information provided is true and accurate, and that the validity of the information provided may be cross-referenced with university records or personnel.

Appendix 1

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





Option 2: The Scattering of Ashes

