

Adopted: \_\_7/18/2022\_\_\_\_\_

### **Policy for Memorials & Donations to the Library Grounds**

Weyauwega Public Library will accept memorials and donations in the form of trees, benches, etc. for the grounds under the following conditions:

Donors will have to work with the Library Board's Building and Grounds Committee to decide what will be purchased and where it will be placed. The Library Board will have the final approval taking into account the overall landscaping plan of the Library and ease of long term maintenance. Trees donated will be subject to the same care and routine maintenance as other trees on the property which may include removal at some point in the future.

Daily and long term maintenance must be minimal and must not become an obligation of staff.

Benches must be able to withstand the harsh conditions of winter and summer.

A reasonable attempt to repair items damaged due to vandalism, storms, etc. will be made. However, items will not be replaced if destroyed or stolen.

Donation and memorial markers and plaques must be temporary and will only be displayed for a limited time. (Up to 5 years)