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| First Unitarian Universalist Church Columbus, Ohio |  | |
| Chapter: V. Property and Facilities | | Source: |
| Title: Grounds Maintenance and Gifts | | |
| Approved by: Board of Trustees | | Date Approved: |
| Effective Date: | | Date of Last Review: |

Note: This policy does not cover the Memorial Garden. For maintenance and gifts to the Memorial Garden, please see the separate policy on that topic.

- A. **Policy:** We will strive to have grounds that show pride in our church, and offer aesthetic places for solitary reflection and social gathering. The grounds consist of both specialty gardens and general grounds.

To ensure that the grounds continue to reflect a unified, serene appearance, the grounds committee may make improvements and do maintenance to the grounds and established specialty gardens, but may not change the nature of any specialty garden without direction from the Board.

If a church friend or member desires to donate a plant or proposed landscape element (bench, planter, etc.), the donation and exact location must be approved by the chair of the grounds committee. Per church policies and procedures, plants or elements costing over \$500 must be approved by Church Council. Donated plants or trees will not be recognized by plaques or nameplates, but donated fixtures may contain a small nameplate attached to the piece recognizing the donor. The donation of plant material is a one-time gift. If the plant or tree does not survive, the church is under no obligation to replant. If the chair of the grounds committee denies a request for a donation, such donation may be appealed to the Board.

B. **Definitions:**

- a) Grounds: All exterior space on the church property, with the exception of the Memorial Garden
- b) Specialty Gardens: The Asian (or Japanese) garden, the Central Courtyard, Leona’s Garden
- c) Memorial Garden: The garden dedicated to memorializing past friends and members of First UU
- d) Improvement and Maintenance: Improvements and maintenance include replacing, adding or rearranging plantings, adding or renovating, or replacing benches and fixtures, or conducting minor repairs
- e) Donations: Any gift given which is not bought with grounds budget, by a grounds committee member. Plants moved from one location on the property to another (from the Memorial Garden, for example) do not count as gifts.

C. **Procedure:**

- a) If an individual wants to donate a plant or landscape element, he or she will contact the chair of the grounds committee about the proposed donation. The chair will remind the donor of the policy of no plaques for plant materials, and no guarantee to replant, before accepting any gift. At a minimum, the grounds committee chair will record the name of the donor, and strive to recognize donors at least once a year in the Discoverer, or other public communications method
- b) If an accepted donation is over \$100, the grounds chair will ensure that a thank you from [someone – who?] is sent to the donor once the plant or element is installed;
- c) If the grounds committee chair does not accept the proposed donation, a short memo will be sent to the Council Chair for information, and the committee chair will inform the donor of the appeal.