

Sumter County, Georgia  
Courthouse Memorial Policy

I. Purpose

The Sumter County Board of Commissioners (“the County” or “the Board of Commissioners”) recognizes that public commemorative plaques, art, and other memorials offer opportunities to honor, celebrate, or remember a person. This policy sets out the process by which the County will consider the commemoration of deceased individuals through memorials within the Courthouse.

Because civic memorials represent a significant public acknowledgement of a subject, it is the intention of the Board of Commissioners to provide a policy for the consideration of proposals from individuals and interest groups to ensure that a proliferation of memorials and plaques do not detract from the wider amenity and enjoyment of the Courthouse, to ensure that any memorial is constructed and installed in a manner that will ensure the dignity of the courthouse, and to ensure that any memorials will be properly maintained.

II. Application Form

All applications to install civic memorials must be made on an official form. The County Clerk shall review the form for compliance. All memorials must be approved by the Board of Commissioners. A copy of the form is attached to this policy.

III. Criteria for Memorials and Memorial Proposals

- A. Only memorials of former Sumter County commissioners, judges, and law enforcement officers may be installed within the Sumter County Courthouse.
- B. All proposals must demonstrate a high design quality with appropriate aesthetic and artistic merit and due consideration for health and safety.
- C. All memorials must be in keeping with the proposed location in terms of design and materials.
- D. All proposals must provide the following technical information and descriptions: the proposed location, proposed text on memorial, drawings and/or photographs depicting the proposed design, design specifications, and details of how the art will be affixed.. The proposal should provide evidence that the text for the memorial is factually correct (supporting material such as publications, texts and photographs).
- E. All proposals must provide sufficient details of how the memorial will be maintained and cared for in perpetuity. The County will not be responsible for future maintenance and upkeep of any memorial. Any entity or individual desiring to place a memorial within the County Courthouse shall pledge to provide adequate

insurance coverage at the entity or individual's expense to restore and/or replace the memorial in the event of loss or damage.

- F. All memorials shall include a plaque that identifies the subject of the memorial and the reasons the subject is being memorialized. Plaque design and wording must be approved by the Board of Commissioners before installation.

#### IV. Additional Guidelines

- A. All entities and individuals desiring to place commemorative art and/or memorials within the Courthouse must acknowledge that the memorial remains private property and that the County has no ownership interest nor obligation to repair, maintain, or improve any memorials that the County approves.
- B. All entities acknowledge that the Board of Commissioners retain the option to remove the memorial at a future date if deemed necessary, due to planning or health and safety considerations. The County shall provide sufficient notice of its intent to remove the memorial to allow the owner of the memorial to secure the memorial. The County may relocate any memorial to a location of its choosing at any time and will make every effort to contact the owner to discuss alternative locations. The owner is responsible for maintaining updated contact information with the County Clerk.
- C. To assist in evaluating any proposal, the Board of Commissioners may, at its discretion, require a public consultation to be carried out and/or may seek expert advice.
- D. Following the consideration of applications, all decisions by the Board of Commissioners, and the reason(s) for those decisions, will be communicated to the applicant in writing. The decision of the Commissioners shall be final, with no appeal process.
- E. Generally, an individual can only be commemorated with one plaque or memorial within the Courthouse.
- F. Only complete and valid proposals will be considered by the Board of Commissioners.
- G. Proposals must be made in writing on an official application form.
- H. The costs involved in the erection of a monument or plaque, including installation will be borne by the proposers. Proposers will have to demonstrate that the required funding is available for the proposal.

V. Application Process

1. The Applicant may access the Civic Memorial Policy and application on the County's website.
2. County Staff will review the application. County Staff may request a meeting to discuss the design, plaque wording, location and materials necessary for mounting.
3. Upon Staff approval, the application will be reviewed by the Board of Commissioners at their next scheduled meeting.