Policy regarding spreading or interment of ashes on the Dartmouth campus

**Summary of Policy** – This policy outlines procedures for spreading or interment of ashes on the Dartmouth campus.

Affected Parties – All groups

**Policy Statement -** All persons who wish to spread or inter ashes of a deceased person who was a member of the Dartmouth College community (student, alumnus/a, faculty, or staff) anywhere on the Dartmouth campus must have the permission of the College. Contact the Conferences and Events Office (see attached form), who will collect certain information and disseminate it to other appropriate college offices (The William Jewett Tucker Center for Spiritual and Ethical Living, Facilities Operations & Management, Department of Safety & Security, and Gift Planning). If a service at Rollins Chapel, or in other college facilities, occurs in conjunction with the disposition of ashes please note this request on the attached form as well.

If permission is granted:

* The spreading of ashes should occur only at the specified date, time, and place
* No permanent markers at the place of disposition are permitted
* If the ashes are interred, no containers are permitted
* If a gathering of friends and family occurs in conjunction with the disposition of ashes:
  + the use of tents or other structures is not permitted
  + the use of a PA system is not permitted

Exceptions to this policy may be authorized only by the Conferences and Events office.

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(See attachment on page 2)

Request to spread or inter ashes on the Dartmouth campus

Please provide the following information to the Conferences & Events office.

Conferences & Events will disseminate this information to other appropriate college offices.

1. Name of deceased
2. Deceased’s date of birth Date of death
3. Relationship of deceased to Dartmouth College
4. Name of person making this request
   1. Email address
   2. Phone number
   3. Relationship to the deceased
   4. Your relationship to Dartmouth College
5. Do you wish to spread or inter the ashes?
6. Indicate the date and time when you wish to spread or inter the ashes
7. Indicate, as precisely as possible, the place for their disposition
8. Did the deceased have a sentimental connection to this particular location?
9. Will you hold a service or other gathering in conjunction with the disposition?

C&E Office use - Notify:

* Tucker Center
* Facilities Operations and Management
* Building contact near disposition location
* Gift Planning Office
* Department of Safety & Security