

## NAMING FACILITIES

### (Dedications and Memorials)

Naming District facilities, dedicating portions of facilities, and creating memorials to honor special individuals shall be in accordance with this policy.

For the purposes of this policy, the following definitions shall apply:

- *Facility* - A facility is a District elementary, middle, high school or special school, including special outdoor activity areas such as stadiums or playing fields.
- *Naming* - Naming refers to the assigning of a deceased individual's name, or a geographical area or feature, to a facility as defined above.
- *Portion of a Facility* - A portion of a facility means any designated space within a facility such as a wing, library, gymnasium, cafeteria, lab, hall or lounge.
- *Dedication* - A dedication refers to the placing of a plaque, meeting Board specifications on size, material and content, at or on a portion of a facility, honoring a deceased individual or event.
- *Memorial* - A memorial is an object or work of art selected or designed to honor the memory of an individual, a group of people, or an event.

The Board shall have final approval authority for all facility naming. The Board, or the Board's designee, shall have final approval authority for all dedications and memorials.

*Adopted:* September 6, 2019

**REGULATION****REGULATION****NAMING FACILITIES****(Dedications and Memorials  
Procedures and Specifications)****Naming Facilities**

Prior to the Board naming or renaming a facility, with the exception of an outdoor activity area such as a stadium or playing field, the Superintendent shall name a chairperson for a Facility Naming Committee (FNC). The FNC shall consist of representation from all stakeholders including the community, parents, students and staff, as applicable. The FNC chairperson shall submit one (1) or more name recommendations to the Superintendent who will forward the recommendations to the Board for consideration and approval. When the name(s) submitted is an individual, the individual shall have been deceased for at least five (5) years at the time the name is submitted.

When considering naming or renaming an outdoor activity area such as a stadium or playing field, the Board may either select a name recommended directly to the Board by an individual, the family of an individual or an organization, or direct the Superintendent to convene a FNC.

Facility naming rights shall not be granted to any entity for the sole purpose of financial gain, except as expressly approved by the Board.

**Dedication Plaques and Memorials**

All requests for dedication plaques or memorials shall be in writing to the Board or the Superintendent as the Board's designee. The request shall describe in detail the rationale and subject of the dedication plaque or memorial as well as the material, size, content, proposed location and source of funds for the plaque or memorial. Only with prior written approval by the Board or the Board's designee may plans for a dedication plaque or memorial proceed.

Dedication plaques shall not exceed fourteen inches (14") by sixteen inches (16") in size, shall be made of a metallic material specifically designed for outdoor use, and shall include respectful and non-controversial language. The final placement of a plaque at or on a portion of a facility, whether inside or outside, shall be determined by the Superintendent or the Superintendent's designee.

**REGULATION****REGULATION**

Memorials shall be limited to non-living objects such as benches or statuary, or artistic works such as photos, tiles or murals located or placed at or on a facility or portion of a facility. Memorials may not be permanently affixed to a facility and may not require special installation or maintenance by the District. Memorials which pose a safety hazard, serve to create controversy or reflect negatively on any individual, program, organization or the District shall be subject to immediate removal.

All costs for purchasing, installing and maintaining dedication plaques or memorials shall be borne by the requesting individual(s), group or organization through activities such as fund-raising or donations, unless specific costs are expressly approved by the Board.

**Time Limitations, Renewals, Removals**

All facility names, dedication plaques and memorials are understood to be time-limited to ten (10) years unless otherwise agreed to at inception. Facility names, dedication plaques and memorials in place at the time of the adoption of Policy FF and this regulation are subject to immediate review, renewal, or removal by the Board or the Board's designee on a case-by-case basis. The exceptions to time-limitations are "Halls" or "Walls" created for the specific purpose of creating a historical record over time such as annual class pictures, outstanding academic achievements and sports championships.

When the ten (10)-year period (or other time limit set by the Board) has expired, the family or group most closely associated with the honoree(s) of the plaque or memorial will be contacted to make arrangements for returning the item. If there are no known family members, the plaque or memorial will be returned to the sponsoring individual(s) or organization.