

NAMING FACILITIES

Code **FF** Issued **1/03**

Purpose: To establish the basic structure for the naming of center facilities.

The board is responsible for naming center facilities.

Naming a center or building is a matter of great importance. It is a matter that deserves thoughtful attention from the board and the administration. Personal prejudice or favoritism, political pressure or temporary popularity should not be an influence in choosing a name. Generally, the board prefers to name facilities for recognized geographical areas.

Under certain circumstances, the board will consider requests from center and community groups to name a portion of a building, a single building on a campus with multiple buildings, or a specific area on the campus for a person who is not living. The proposed name should have special significance and/or the person has made an outstanding contribution to the center or center system and has been deceased for at least three years. The group making the request must agree to provide appropriate recognition such as a plaque, portrait or marker for the center. The board will consider the request only after approval of the administration.

The director will prepare and the board will approve a procedure for the board to follow when naming center properties or portions thereof. An orderly, announced procedure will lessen the community or factional pressures that so quickly build up when the selection is delayed or seems uncertain. A prompt decision will reduce disappointments and advance community solidarity.

Adopted 1/27/03