

# DRAFT LOCAL POLICY

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## NAMING FACILITIES, DEDICATIONS AND MEMORIALS

### Definitions

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

- *Facility* – A district elementary, middle, high school or special school, including outdoor activity areas such as stadiums and playing fields.
- *Naming* – Naming shall be limited to facilities as defined above.
- *Portion of a Facility* – Any designated space within a facility such as wings, libraries, gymnasiums, cafeterias, labs, halls and lounges.
- *Dedications* – The placing of a plaque, meeting Board approval regarding size, material and content, at or on a portion of a facility honoring an individual or event.
- *Memorials* – An object or work of art selected or designed to honor the memory of an individual, a group of people, or an event.

### General Guidelines

- The Board shall have final approval authority for all facility naming, dedications and memorials.
- Facilities may be named after deceased individuals with special relevance or importance to the district (at least five years after the date of death), or after geographical areas.
- Prior to all facility naming, the Superintendent shall name a chairperson for a Facility Naming Committee (FNC). This committee will consist of representation from all stakeholders including the community, parents, students and staff, as applicable.
- The FNC chairperson shall submit one or more name recommendations to the Superintendent who will forward the recommendation(s) to the Board for final approval.
- All naming, dedications and memorials are understood to be time-limited (ten years) at the time of inception. After ten years, the Board shall have the option of renewing or retiring the name, dedication or memorial. *Exception:* Designated portions of a facility such as Halls (or Walls) of Honor created for the specific purpose of demonstrating a historical record of special events or outstanding persons, or groups of persons, over time.
- Facility naming rights shall not be granted to any entity for the sole purpose of financial gain, except as expressly approved by the Board.

### Dedications and Memorials

- All costs for purchasing, installing and maintaining Board-approved dedications and/or memorials will be borne by the requesting individual(s) or organization (including the district when the request originates with the Board) unless specific costs are expressly approved by the Board.
- Memorials consisting of murals, tiles or other artwork may not be permanently affixed to the walls of a facility unless expressly approved by the Board.
- Memorials may not pose a safety hazard, require on-going maintenance or upkeep, create inequities in programs (e.g., Title IX), potentially create public controversy or reflect negatively on persons or places in the district.