

## Board of Trustees

**AP 2800 NAMING OF BUILDINGS AND FACILITIES****References:**

No references

This administrative procedure provides guidelines, criteria, and the process for naming, removing of names from, and renaming of buildings, facilities, or removing of names from, and renaming buildings, facilities, or grounds of the District. The Superintendent/President shall provide recommendations to the Board of Trustees, which retains final authority for the naming of any building, facility, or grounds of the District.

Consistent with *BP 2800 Naming of Buildings and Facilities*, this administrative procedure also sets forth the criteria and process for removing a name and facility demolition or replacement. All recommendations shall comply with the procedures and criteria in this Administrative Procedure and *Board Policy 2800*.

**Definition of “Facility”**

As used in this procedure, “facility” includes any building or other structure, pathway, road or sidewalk; indoor or outdoor areas such as classrooms, labs, theaters, lobbies or other gathering areas; athletic fields or other grounds or property owned by the District.

**Process to Name a Facility**

**College or Site Recommendation:** The process may be initiated by the Superintendent/President or the Board of Trustees.

All requests shall include the following:

- The rationale for requesting the naming of a facility, including evidence of a broad base of support for such action.
- A biography of the person for whom the facility is to be named.
- A description of the business or organization, if the recommendation is to name a facility for a business or organization, including the names of members of the board of directors and senior management.
- Recommendation from the Superintendent/President or referral from the Board of Trustees.

**Superintendent/President Initial Review**

The Superintendent/President reviews all proposals for information and consistency with existing Board Policies and Administrative Procedures. Any new names proposed for facilities shall go through the District governance system.

**Superintendent/President Action**

The Superintendent/President prepares an agenda item for Board of Trustees action.

### **Board of Trustees Action**

The Board of Trustees approves, rejects, or delays action on the proposal.

### **Superintendent/President Action**

After a facility name is approved by the Board, the Superintendent/President authorizes staff to proceed with necessary administrative steps.

This process shall also apply to proposals to remove a name from a facility, and to address naming considerations when a facility is demolished or replaced.

### **Naming a Facility for an Individual for “Service to the District”**

There should be an appropriate relationship between the use of the facility or its function and the person for whom it is named.

A facility may be named:

- In honor of an individual, family, organization, non-profit foundation or corporation which has made a major, significant financial contribution to the District;
- In recognition of an individual who has made a significant contribution of service to the District;

If the request is to honor a living person, that person will not be considered for this honor until at least three years following his/her/their separation from the District. Separation is defined as leaving service or employment. This criterion does not apply to alumni or other friends of the District.

If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

### **Naming of a Facility in Recognition of a Significant Financial Gift to the District**

Facilities may be named for a benefactor or an individual nominated by a benefactor.

The benefactor must have given a minimum of 25 percent of the “private” cost (non-state funds portion or local bond measure) of the construction of a new facility for a naming request to be considered by the District. For an existing building, the benefactor must have given a minimum of 15 percent of the estimated current cost to build the facility for a naming request to be considered by the District.

Benefactors must have given a minimum of 25 percent of the cost of a sub-unit of a building or other facility such as classrooms, lecture halls, lobby areas, or meeting rooms for a naming request to be considered by the District.

Benefactors must have given 100 percent of the cost of walkways, benches, or gardens for a naming request to be considered by the District.

Facilities will not be considered for naming requests in return for deferred gifts and will not be considered for naming requests for persons making gifts of property (real or personal), until such time as the gift is converted to liquid assets or is otherwise utilized by the District.

If the request is to honor a deceased person, that request will be submitted only after a suitable period of mourning. No request will be considered within a year of the death.

### **Removing a Name from a Facility**

If any building or facility is destroyed or razed, or must be substantially remodeled or rebuilt for any reason the District may, in its sole discretion, change or remove a name from a building or facility.

The District may, in its sole discretion, change a name, or remove a name from a donor-named building or facility. In that situation, the District will acknowledge the donor's contribution with a plaque in a prominent location in a replacement building, facility or elsewhere on the District's campus.

The District has the absolute right and authority to remove a name from a donor-named building or facility and rename the building or facility as it sees fit, if the donor fails to make the promised donation or gift for any reason. The District also has the absolute right and authority to remove a name from a donor named building or facility, and rename the building or facility as it sees fit, if the District determines, in its sole discretion, that the District's continued association with the name, the donor, or the donor's family or business will damage the District's reputation.

### **Signage**

Named buildings or facilities should bear the name of the person and the building or facility name in a typeface and style consistent with District signage requirements.

Buildings or facilities may also bear a bronze plaque permanently affixed to the outside of the wall nearest to the main entrance of the building. If applicable, the plaque should list the name of the person for whom the building or facility is named and, if the building or facility is newly constructed, the architect, Board of Trustee members, Superintendent/President, and date the building or facility was dedicated. Relevant information about the donor shall be prominently displayed.

Classrooms, labs, theaters, and indoor or outdoor gathering areas to be named should be identified with a bronze plaque mounted on the wall directly outside the main entrance or with other appropriate acknowledgement consistent with District signage requirements.

The District shall seek private funding for signage.

*Office of Primary Responsibility: Superintendent/President*

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Date Approved: August 24, 2010; *(Replaces current College of Marin Procedure 8.0003 DP.1)*

Reviewed/Revised: October 17, 2017

**Revised:** September 20, 2022