

## PROCEDURES FOR NAMING OF FACILITIES

For the purposes of this policy, facility is defined as a building or campus, or major component thereof. Major components include a gymnasium, media center, auditorium, cafeteria, student commons, stadium, field, or similar areas. Because of the long-term impact of the name of a facility, careful consideration should be given to the following:

1. A facility may be named for a person or group who has made a significant contribution to the community, state, or nation. In addition to societal contributions, the moral character of the individual must be considered.
2. Recognizing that the ethnic and cultural composition of a local school community may change, while facility names are relatively permanent, the name should have broad acceptance in a multicultural society.
3. The traditions of the facility and its intended use should be taken into account.
4. Facilities may not be named for a living person, although they may be named for a group of people such as a family or organization.
5. Facilities may not be named for a business.
6. A facility may be named in recognition of the neighborhood, area, or community.
7. When naming subunits of a facility, such as rooms, similar considerations apply, keeping in mind the relative significance of the subunit to the entire facility.
8. In accordance with Policy 702.12, *Donations and Naming Rights*, donations at the Gold/Heritage level (\$20,000 and above) will be eligible for the naming of an area (i.e. classroom, locker room, etc.).

The process for naming a facility includes:

1. The board shall announce the call for suggestions in the media as well as through building communications.
2. Names may be submitted by anyone, including the public, students, and staff.
3. The Site Council will narrow the field of names and make a recommendation, which includes three finalists, to the superintendent. The order of the finalists will not be specified, except that the Site Council may state its preference.
4. The superintendent will make a recommendation to the Board of Education for its review and approval.
5. The Board of Education will review the superintendent's recommendation and select the name for the school.
6. Rooms or other similar components of a facility may be named by the Site Council, or by an eligible donation as outlined in Policy 702.12, *Donations and Naming Rights*.

Cross Ref.: 702.12 Donations and Naming Rights

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ADMINISTRATIVE REGULATION

W A T E R L O O C O M M U N I T Y S C H O O L S

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