



Center Area School District

SECTION: PROPERTY

TITLE: FACILITIES NAMING POLICY

ADOPTED: MAY 18, 2006

REVISED:

711. FACILITIES NAMING POLICY	
1. Purpose	To establish a process by which the Center Area School District Board of Education (Board) can exercise its authority in the naming of school facilities.
2. Definitions	Facilities include any structure or component thereof located on school grounds; any internal or external amenity.
3. General Statement	<p>The Center Area School District (CASD) recognizes that the official names of its facilities are vital to their public image. Therefore, when selecting names for facilities, the Board will consider the honor, integrity, dignity and status that the name will reflect upon the school or facility.</p> <p>Further, the Board may seek to honor or memorialize outstanding individuals or private corporations who have made substantial contributions to the School District in a long-lasting, meaningful way by providing opportunities for the naming of facilities and components of facilities. Therefore, the Board authorizes the following guidelines for administering the naming of new buildings, existing facilities, or parts of facilities.</p>
4. General Guidelines	<p>A. Financial contributions to CASD shall not impact, restrict, or limit the Board's ability to purchase, sell or trade property and award contracts in the best interest of the District pursuant to the Public School Code.</p> <p>B. The person or entity for whom a gift is named must be a well-respected individual or entity whose name will lend dignity and status to the school or facility. The Board reserves the right to change the name of any facility if the individual or entity for whom it is named is convicted of a crime or otherwise falls into disrepute to the extent that it brings disgrace upon the District.</p> <p>C. The Board reserves the right to name all new buildings that are constructed or purchased. The name for any new facility must be approved by the Board by a majority vote.</p> <p>D. No dedicatory ceremonies for any facility are to take place until written</p>

<p>5. Specific Guidelines for Naming of Facilities after Benefactors</p>	<p>approval has been received from the Board.</p> <p>E. If the school administration or community organization desires to establish a process for placing memorial displays in a school, a committee representing the administration, faculty and community must be formed to select any names to be considered.</p> <p>F. Unless approved by the Board, no District funds are to be allocated for the purchase of memorial plaques or similar recognitions. Installation of any kind of memorabilia must be accomplished either by or under the direction of the Board.</p> <p>G. In all cases of naming a facility or component thereof, a plaque may be located in the facility, giving the full name and a brief biography of the person or private corporation. The location of the donor name shall be approved by the Board with an intention to locate it within the interior of the named facility or in close proximity to the named component thereof.</p> <p>A. Non-profit organizations may discuss naming opportunities with prospective benefactors. However, no commitments or promises shall be made to name a facility, nor shall any formal or informal agreements be made with prospective benefactors with regard to naming rights or specific dollar amounts needed for a naming opportunity until the Board issues written pre-approval regarding a specific facility, naming rights or a required dollar amount. After written pre-approval is received, the Facilities Naming Committee may recommend a name to the Center Area School District for consideration by the Board of Education.</p> <p>B. The Board may establish a Facilities Naming Committee which shall consist of three members of the Center Area School District Board of Education and a delegate from a non-profit organization (s) which, at the Board's request, will review naming proposals and submit recommendations to the Board.</p> <p>C. As a general guideline, the naming of a new facility or component thereof or substantial renovation to a facility will require a gift commitment of a minimum of 10% of the estimated value of the facility, component or renovation. Components of facilities named will require the benefactor to contribute a predominate portion of the estimated value of the component. All estimated values shall be determined, confirmed, and pre-approved by the Center Area School District.</p> <p>D. The naming of existing facilities or components thereof may be considered when a sizable donation is made to the Center Area School District. Donations at a minimum of 10% of the estimated value of the existing facility or component, as determined in the sole discretion of the Board,</p>
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<p>6. Specific Guidelines for Naming of Facilities after Individuals</p>	<p>shall be required for the naming of existing facilities or components thereof. Factors such as the degree of visibility and size of the facility or component thereof shall be considerations in making the above determination.</p> <p>E. Irrevocable trusts made through deferred giving instruments may also be considered for naming existing or new facilities.</p> <p>F. Private corporations approved for naming rights for any facility shall be in effect for a maximum period of ten (10) years, unless said corporation is liquidated within the ten-year period in which event the corporation will forfeit its naming rights. If subsequent donors are not eligible for consideration after the ten year period, the corporation may maintain naming rights for five additional years at a cost of 10% of the original donation per year.</p> <p>A. Facilities will not be named for persons who are employed by the School District or active in its operations or those who hold public office.</p> <p>B. Special requests to name facilities in honor of persons who have made a significant contribution to the educational system or community of the Center Area School District, specifically to its educational programs, will be considered by the Board. Special requests shall not be considered until the person is five years removed from active involvement with the Center Area School District.</p> <p>C. Consideration for nominations must be limited to candidates of exemplary moral character, who have made outstanding contributions, who have historical significance, who have performed service to the community or humanity, or who have displayed outstanding leadership. The Board reserves the right to change the name of any facility if the individual or entity for whom it is named is convicted of a crime or otherwise falls into disrepute to the extent that it brings disgrace upon the District <u>without reimbursement</u>.</p> <p>D. Existing facilities named for persons of honor in the Center Area School District shall remain perpetual (as of May 18, 2006), unless changed in accordance with these guidelines.</p>
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