

GENERAL INSTITUTION

**AP 3830 NAMING OF FACILITIES**

**References:**

No references

**Requests for Naming of District Facilities**

Requests for the naming of District buildings, facilities and areas, and requests for erecting memorials or publically-displayed donations on District property shall be submitted to the Superintendent/President. Under the direction of the Superintendent/President, the Director of Development/Executive Director for the Foundation shall submit these requests through the District's governance process to make a recommendation on the request. Specifically, recommendations shall be made by the Facilities Review Committee the Finance and Administrative Services Planning Council and the Strategic Planning Council regarding the proposed naming of buildings, facilities or areas.

The Superintendent/President shall forward the requests and recommendations to the Governing Board for final review and decision.

Requests for naming facilities buildings and areas shall be in writing and shall typically include:

- A brief description of the facility being named and the proposed name
- A complete biographical summary of the individual whose name has been forwarded, or in cases in which a name is proposed for an entity other than an individual, a complete profile of the organization, business or entity
- A statement of rationale articulating the distinctive contributions the individual, corporation, foundation or other entity has made to the District that merits the naming opportunity

The following criteria shall be used in evaluating the request:

1. When no gift is involved, recognition by the naming of a building, facility or area may be recommended to honor any person who has:
  - Served the District in an academic capacity and earned a national or international reputation in the individual's field(s) of specialization and also has rendered a minimum of five years' service to the District

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*(Replaces former Palomar College Policy AP 7.135 and all previous versions of AP 3830.)*

- o Served in an administrative capacity, and rendered a minimum of five years’ distinguished services to the District warranting recognition of the individual’s exceptional contributions to the welfare of the District
  - o Contributed in truly exceptional ways to the welfare of the institution or achieving such unique distinction as to warrant recognition
2. When a gift is involved, the District will consider the significance and amount of the gift as it relates to the building, facility or area. While each gift may be judged on its own merits and negotiated upon the size and visibility of space, the general expectation is that the gift amount for naming a building, facility or area will adhere to the following guidelines:

<u>Gift Amount</u>	<u>Naming Opportunity</u>
\$1,000,000 or more	Existing large or new buildings may be named for the donor.
\$100,000 - \$999,999	Part of a building (e.g., lecture hall, courtyard, hallway, community room etc.) or a small existing building may be named for the donor.
\$10,001 - \$99,999	Recognition may be placed in appropriate locations (e.g., in a classroom, laboratory etc.) in honor of the donor.
\$1,001 - \$10,000	Recognition for a named endowment account, small space or area may be placed in appropriate locations in honor of the donor.
\$1,000 or less	*Recognition may be placed (e.g., bricks, seats or benches) in honor of the donor.

When an area or building is proposed to be named for individuals associated with the District, a period of not less than five years shall lapse between the end of the individual’s service to the District and consideration by the Governing Board.

Generally, gifts donated for the naming of District buildings, facilities and areas shall be placed in an endowment account with the Palomar College Foundation. A five percent administration fee will be assessed with the establishment of the account. The endowment account shall be used to fund District activities based upon the wishes of the donor and/or the needs of the District, consistent with the mission of the California Community Colleges and the District’s mission, vision, and values. District needs include, but are not limited to, programmatic and facilities maintenance and

replacement needs. Use of designated endowment funds shall be recommended by the Superintendent/President and approved by the Governing Board.

In some instances, gifts donated for the naming of District buildings, facilities and areas shall be used for remodeling, renovation and/or construction. Special consideration shall be given to increase the general expectations of gift amounts based on the cost of such construction in order to place a portion of the donation in an endowment account with the Palomar College Foundation.

\*Naming opportunities for items \$1,000 or less shall have advanced approval to be offered to donors without a biographical summary. Specific type of recognition and location for such items will be predetermined. Gifts donated in this category shall be placed in the unrestricted account with the Palomar College Foundation.

District buildings, facilities and areas shall be named after individuals and organizations that exemplify integrity, civic leadership and maintain a good standing in the community. Generally, the value of a naming will be extended to a donor into perpetuity. In some cases, a naming will be extended for the life of the current facility or item. Should an individual or organization for whom a District building, facility or area has been named violate these standards, the Governing Board may elect to remove the donor's name from the building, facility or area.

## **Signage**

All buildings named should bear the name of the individual or organization and the building name in a typeface and style consistent with District signage and with standards developed by the Facilities Review Committee.

Buildings may also bear a plaque permanently affixed to the outside of the wall nearest to the main entrance of the building. The plaque should list the name of the individual or organization for whom the building is named and, if the building is newly constructed, the builder, the architect, the Governing Board, the Superintendent/ President, and the date the building was dedicated. Relevant information about the donor shall be prominently displayed.

Lecture halls, classrooms, and labs to be named should also be identified with a plaque mounted on the wall directly outside the main entrance to and/or inside the facility.

All areas where students, staff, and the public gather, including walkways, benches, and gardens should be identified with a plaque or appropriate acknowledgment. The plaque or acknowledgment shall be consistent with District signage and with the standards developed by the Facilities Review Committee.

Office of Primary Responsibility: Finance and Administrative Services and Advancement/Foundation

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