

Business and Fiscal Affairs  
**DRAFT as of 1/19/13**

**BP 6620 NAMING OF BUILDINGS, FACILITIES, AND MEMORIALS**

**References:**

No references

***NOTE:** The following is not legally required. However, many districts have requested sample board policy, and it is **suggested as good practice**. The following is sample language.*

All recommendations for naming buildings, facilities, and/or memorials shall be submitted to the Board by the Chancellor for action.

All recommendations shall comply with the following criteria:

*[This section has been left blank to permit the District to incorporate criteria appropriate to their own communities. It may include who may submit proposals (e.g., anyone); criteria for proposals (e.g., no living person, people who have supported the college); limits on renaming buildings; discretion of the Chancellor.]*

❖ **From the current CLPCCD Policy 2313 titled Naming of Buildings, Facilities and Memorials**

The Board of Trustees has the final responsibility for the naming of any facility, i.e. all buildings; portions of buildings; college streets or roads; stadium and athletic fields and courts and other areas of major assembly; plazas, malls, and other large areas of campus circulations; and all other highly visible facilities and properties, or memorials within the Chabot–Las Positas Community College District. The Board also has the final responsibility for altering, changing, removing or renaming any building, facility, or memorial.

***NOTE:* Due to the level of specificity, the following language is incorporated in new AP 6620 titled Naming of Buildings, Facilities, and Memorials**

~~The following purposes are appropriate for naming any District building or facility constructed with public funds:~~

- ~~1. To designate the function of the building or facility.~~

- ~~2. To reflect natural or geographical features.~~
- ~~3. To reflect a traditional theme of the College or the District.~~
- ~~4. To honor a living or deceased person(s), business or corporation, who has directly contributed to the District in an exceptional way through service or monetary contributions. Proposals shall be submitted no earlier than one year following the retirement or death of the individual to be honored.~~
  - ~~a. If no major gift is involved, it must honor a person who has made an extraordinary contribution to the college or community;~~
  - ~~b. If a monetary gift is involved, the Board will take into consideration the significance and amount of the proposed gift in relation to the development or completion of a facility or to the enhancement of the facility's usefulness to the District. For an amount to be considered significant, it shall either cover the total cost of the facility to be named or provide funding for that portion of the total cost which would not have been available from any other source;~~
  - ~~c. No gift shall be considered or accepted by the Board which contains conditions related to District operations, the curriculum, faculty, or any College or District program. However, the Board may consider accepting a gift that enables the District to establish a program, if the program is deemed appropriate and useful;~~
  - ~~d. The following are examples of other District memorials that may be appropriately named:~~
    - ~~i. Endowed chairs of subject-matter disciplines.~~
    - ~~ii. Endowed positions of classified service.~~
    - ~~iii. Endowed curricula or educational programs.~~
    - ~~iv. Endowed offices, institutes, conservatories or centers.~~

~~Requests for naming buildings, facilities or memorials are to be submitted to the Chancellor. All are to include the following:~~

- ~~1. A rationale for requesting the naming of the building, facility or memorial.~~
- ~~2. A description of the proposed memorial, if appropriate.~~
- ~~3. Evidence of support for the naming.~~
- ~~4. Specifics of the gift or donation, including maintenance, if appropriate.~~

~~Requests shall be reviewed by a committee from the college requesting the change consisting of two representatives each from the Associated Students, the Classified Union, the Classified Senate, the Faculty Senate, Faculty Association and the Administrative Staff. The appropriate College President will also serve. The Chancellor will chair the committee, and the committee will make a recommendation to the Board of Trustees.~~

---

**NOTE:** The **red ink** signifies language that is **suggested as good practice** by the Policy and Procedure Service and their legal counsel. The language in **black ink** is from the current CLPCCD Policy 2313 titled Naming of Buildings, Facilities and Memorials adopted on January 16, 1996 and revised on June 27, 2006 and September 18, 2006. The language in **blue ink** is included for consideration.

---

**Date Adopted:**

*(This new policy replaces the current CLPCCD  
Policy 2313)*