

No. 1300  
SECTION: COMMUNITY RELATIONS  
TITLE: NAMING OF DISTRICT FACILITIES  
  
ADOPTED: 5/16/05  
READOPTED: 6/15/09;6/20/13;1/29/14;  
11/15/16;5/28/19;2/18/20  
REVISED:

## OXFORD AREA SCHOOL DISTRICT

- A. The Board has the authority and responsibility to establish reasonable guidelines and regulations for naming facilities and grounds.
- B. The school district provides many opportunities for naming of buildings and components of buildings, including auditoriums, gymnasiums, playgrounds, labs and other facilities. This policy will set forth the guidelines and gift amounts required in order to qualify for a naming opportunity.
- C. The Naming Committee will be responsible for reviewing requests for naming before presenting recommendations to the Board. The Naming Committee shall be an ad-hoc committee consisting of the Superintendent, the Business Administrator, the Director of Buildings and Ground, one school board member and a representative of the community.
- D. The Superintendent of Schools shall develop procedures for the implementation of this policy.

OXFORD AREA SCHOOL DISTRICT  
NO. 1300 NAMING OF DISTRICT FACILITIES  
ADMINISTRATIVE PROCEDURES

NAMING OF FACILITIES

General guidelines for the naming of facilities are provided within this procedure.

Such requests should be submitted in writing to the Superintendent of Schools.

As a general guideline, naming of existing rooms, corridors, practice fields, and courtyards shall require a gift commitment of at least twenty percent (20%) of market value. Highly visible existing locations such as buildings, playing fields, auditoriums, gymnasiums, stadiums, and media centers will require a gift commitment of at least twenty-five percent (25%) of market value.

Naming of all newly constructed rooms, corridors, practice fields, and courtyards shall require a gift commitment of at least twenty percent (20%) of the construction costs of that particular area. Highly visible new locations such as buildings, playing fields, auditoriums, gymnasiums, stadiums, and media centers will require a gift commitment of at least twenty-five percent (25%) of the construction costs of that particular area.

This amount may vary with each individual situation, however, and not be construed as applicable in every case.

In all cases of naming a facility, a plaque may be located at an appropriate location, giving the full name and a brief biography of the person or organization honored. Appropriate identification of outside facilities shall be provided.

Naming opportunities requiring a more modest donation may also occur in special situations such as making a contribution in order to have a brick, etc, named in honor of the donor or other person designated by the donor.

Irrevocable trusts made through deferred giving instruments are also suitable for naming existing buildings and other facilities.

Facilities will not be named for persons who are currently employed by the district, or those who currently hold public office. For naming consideration under this paragraph, a person shall have been retired from the district or public office for a minimum of five (5) years.

The district shall have the authority to deny or revoke the naming of a facility in the event that the individual, organization or business for whom the facility is named is determined to have engaged in misconduct, which would serve to discredit the name and/or reputation.

In the event of significant renovations to a previously named building, grounds, or a portion thereof, the district, shall have the authority to determine if the renovated area retains the original naming recognition or if a new naming opportunity should be considered for the renovated area.