

## **4:150 Facility Management and Building Programs**

### **Naming of Facilities**

**Definition:** For the purpose of this policy the term “facility” or “facilities” refers to any district building, out-building, classroom, gymnasium, auditorium or other space, and any athletic or academic field or complex.

Recognizing that the name for a school facility reflects its public image, the Board’s primary consideration will be to select a name that enhances the credibility and stature of the school, facility, and/or district. Any request to name or rename an existing facility should be submitted to the Board according the process described below.

When a facility is to be named or renamed, the Board of Education will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection.

This policy does not bind the Board of Education to name buildings or facilities after persons who have contributed to the district. All facilities and grounds currently in existence or built or purchased in the future will be governed by the following procedures:

### ***Commemorations and Memorials***

The Board of Education recognizes that respect and gratitude for individuals who have made significant contributions to the Urbana School District and the community may be expressed by naming a district facility in honor of those individuals. Acknowledgment in this manner perpetuates the memory of the contribution and provides a sense of history for future students, staff, and residents.

Any District 116 facility may be nominated to be named in honor or commemoration. Names may represent any living or deceased person who has made significant contributions to the district through longevity or service, exemplary leadership, philanthropic contributions or other significant means. “To eliminate spontaneous or emotional responses, absent significant and compelling extenuating circumstances, nominations will not be considered until three years after the service, contribution or death of the individual or the last designation of a name for the facility.”

All nominations for commemorative or honorary naming must be presented to the Superintendent through a formal letter with the reasons for the request. The formal letter of nomination must be accompanied by a minimum of 10 signatures or supporting letters. A committee will be appointed by the Superintendent and

approved by the Board of Education. The committee has the responsibility to review any suggestions, study the impact of the requested recognition on the school, district, and community, and make recommendation(s) to the Board of Education of ways to best honor the individual nominated. The committee's recommendation may reflect the wishes in the nominating letter, or the committee may suggest other methods of honoring the nominated individual.

The Superintendent may designate the name of other memorials such as plaques, programs, scholarships, plantings, furnishings, equipment, or art are also appropriate memorials for commemoration of outstanding contributions to the district without using the processes in this policy.

**Placement of Memorial or Honorary Plaques, Statues, or Public Art**

1. The placement of any memorial plaque on district property requires the prior approval of the Superintendent.
2. The placing of trees, plants and/or shrubs on school grounds will have prior approval from the Superintendent's office before planting. All requests must be in writing to the Superintendent of Schools.
3. Any concrete, steel or other building material that is placed on district property as a memorial, commemoration, or public art will require written approval from the Superintendent or designee and be placed as designated by that office. Approval should be sought during the planning stage to assure agreement on placement.