



<b>Policy Number:</b>	6200-01		
<b>Policy Name:</b>	Municipal Naming, Monument, and Sponsorship Policy		
<b>Adoption Date:</b>		<b>Revision Date:</b>	
<b>Approved By:</b>		<b>Expiration Date:</b>	

**1. Scope**

This is a city-wide policy that applies to all employees and departments who will be a part of naming public facilities and outdoor spaces, in addition to overseeing placement of monuments, statues or public art, and memorial park benches.

**2. Purpose / Background**

The purpose of this policy is to establish criteria and formal procedures for consideration of the naming of public facilities and outdoor spaces. This policy will also establish procedures for the placement of monuments, statues, public art, and memorial park benches, as well as event and activity sponsorship. In doing so this policy will maintain integrity, encourage philanthropic giving while acknowledging public investments, and to safeguard against unwanted commercialization of City assets.

**3. Policy**

Naming of public facilities and placing monuments, statues, public art, and memorial park benches shall engender a strong positive image consistent with the city’s goals and values. It should have historical, cultural, or social significance alongside broad public support. And it should commemorate places, people or events that are of continues importance to the city, community, region, or state.

**4. Procedures**

Consideration of requests for naming of public facilities and outdoor spaces, as well as the placement of monuments, statues, public art, and memorial park benches will include the following:

1. Submittal request
2. Sub-committee review
3. Sub-committee recommendation
4. City Council review

## **5. Limitations / Approvals / Responsibilities**

The policy states that City Council retains sole authority to name city owned land, buildings, and facilities, and allow installation of a monument, statue or public art. Parks Recreation and Cultural Services accepts and reviews memorial bench donation requests and assigns to the appropriate department.

### **Renaming**

Renaming of parks and facilities is strongly discouraged and will be subject to the most careful examination. City Council has complete discretion to remove or rename a property.

## **6. Definitions**

**City Assets:** Tangible or intangible items of value that are owned or created by the City including but not limited to both City facilities and City-owned land

**City Facility (included in City Assets):** Any part of real property or structure owned by the City including, but not limited to parks, libraries, Recreational Facilities buildings, parking facilities, interior or ancillary features that are a part of, or within, a larger facility and other City facilities.

**Monument or Statue:** a structure erected to commemorate a famous or notable person or event.