

**NAMING FACILITIES**

The Board of Education is responsible for naming any new facility. The Board, in its discretion, may establish procedures for the naming of any building or other District facility.

School buildings, rooms, and structures, both on school grounds and within school facilities, shall be named only by formal action of the Board of Education. In naming schools, rooms, and structures, the Board shall honor the highest ideals and integrity of the District and the community it serves. The Board may name a school building, room, or structure after an individual only when such individual has been determined to characterize sustained and exemplary service to others.

In selecting a name for any facility, the Board may take into account those persons who have been involved in the planning, construction or renovation of the facility, or any other relevant considerations. Suitable building plaques or other memorials must be authorized by the Board.

No employee or officer of the Board of Education, student, community member, local, state, national, or international public figure, or other person will be considered for memorialization of a school building, room, or structure name during his/her lifetime. An honoree shall have been deceased at least 12 months prior to being considered for such memorialization.

Requests to memorialize an individual, preferably from an organization or a petition, shall be directed to the Board of Education in writing using the Proposed Name for Facility Application Form (7500-E). The Board of Education's Facilities Committee, along with the Superintendent, will conduct a preliminary review of the application and make a recommendation to the Board regarding whether or not the application shall proceed to the next step in the process, which is public comment. If the Board of Education accepts the recommendation to proceed, then the Board will provide a 30-day period during which the public may comment on the recommendation. Public comment can be in person, letter, or in an email.

Following the public comment period, the Board will make a final decision regarding the request, generally within six (6) months of receipt of the Application.

The Board has the sole discretion to determine whether the individual identified will be memorialized in a school building, room, or structure.

This policy does not obligate the Board to maintain the individual's memorialization of a school building, room, or structure name for a specified period of time. Memorialization of a school building, room, or structure name may also be withdrawn at any time.

Revised:        March 20, 2018

**PROPOSED NAME FOR FACILITY APPLICATION**

Board approval will be required for the naming or renaming of all District facilities including schools or distinct portions thereof, such as the library or auditorium.

This form will be used by persons proposing names for new or existing facilities or distinct portions of facilities.

*Sections A and B to be completed by the individual or organization proposing the name.  
Sections C and D to be completed by the Board's Facilities Committee.*

Submitted by (please print name): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION A**

(to be completed by Nominating Person/Group)

All submissions will be presented in writing on this form and will contain a brief three paragraph statement to include the following:

Facility to be Named: \_\_\_\_\_

Name for Consideration: \_\_\_\_\_

1. Biographical Data: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The nominee's significant contribution: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. A statement of rationale for the naming of the facility explaining why a facility, school, or portion thereof should be named in this manner: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION B**

(to be completed by Nominating Person/Group)

Complete the following information to facilitate process and the dedication ceremony. Permission to proceed with application must be granted by family of nominee:

Please provide contact information for nominee’s family and provide a photograph of nominee:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Relationship: \_\_\_\_\_

**SECTION C**

(to be completed by Board Facilities Committee)

Identify the facility or portion of the facility to be named: \_\_\_\_\_

Check the box next to the type of facility to be named:

- High School                       Middle School                       Elementary School
- District-Wide Facility               New Facility                       Portion of Existing Facility
- Other: \_\_\_\_\_

Current name of facility (if applicable): \_\_\_\_\_

Name for Consideration: \_\_\_\_\_

Are there any other District facilities or portions of a District facility already named for the individual or group? If yes, please identify the location: \_\_\_\_\_

**SECTION D**

(to be completed by Board Facilities Committee)

Check applicable boxes if facility is to be named for a person or group. The name to be considered is based on the following categories:

- The person has attained prominence locally or nationally based on contributions to the public in recognized fields such as education, science, medicine, law, art, government, business, justice, civil rights, human rights, or military achievement.
- The officially named property has not previously been named in the last 50 years. It has been confirmed that there is no deed restriction or donor designation.

- The proposed name is a distinctive geographic location (e.g., Colonie Central High School).
- Other: The proposed name is not an individual. (Please explain, if chosen.)

The individual for whom the building or portion of a facility is to be named (must meet all three):

- Has been deceased at least 12 months.
- Has been thoroughly vetted (through a review of relevant and appropriate files/news archives/ other records).
- Has not made such naming a condition of a gift or grant accepted by the District.

Facility to be Named: \_\_\_\_\_

<b>For Office Use Only</b>
<p>1. Completed application reviewed by the Board’s Committee (Superintendent and Board Facilities Committee).</p> <p style="padding-left: 40px;">Date: _____</p> <p style="padding-left: 40px;">Application recommended for public comment:   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>2. Public Comment period (30 days) to begin on</p> <p style="padding-left: 40px;">Date: _____</p>
<p>3. Final Decision by Board of Education to be made within six months following the public comment period.</p> <p style="padding-left: 40px;">Public Comment Period: _____</p>
<p>4. Application Approved by the Board of Education:   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p style="padding-left: 40px;">Date: _____</p>