

Book	Siskiyou Joint Community College District Administrative Procedures
Section	Chapter 6: Business and Fiscal Affairs
Title	Naming of District Property
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Cross References	Board Policy 6620
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Origin	Vice President, Administrative Services
Office	Administrative Services

Requests for naming District property are to be submitted to the Superintendent/President and include the following:

- a. A rationale for requesting the name of the building or facility;
- b. A description of the proposed memorial, if appropriate;
- c. Evidence of support for the naming, including complete biographical information about the individual, business, or corporation;
- d. Specifics of the gift or donation, including maintenance, if appropriate. The Superintendent/President will work in concert with the donor, District, Foundation, or other entity on review and approval of a request;
- e. Duration of the recognition.

If applicable, acceptable forms of gifts to result in a naming include: cash, appreciated securities, real property, and under special circumstances, life income gifts (charitable remainder trusts), gifts through estate planning, and gifts-in-kind. Naming opportunities shall be available for a deferred gift if the gift is irrevocable and the Foundation office is provided with a copy of the signed and executed estate planning document designating the gift as irrevocable.

Facilities that may be considered for naming

- a. All buildings, structures, facilities, areas located at or on district-owned property.
- b. All halls, classrooms, studios, labs, athletic facilities, and permanent fixtures.
- c. All areas where students, staff, and the public gather, including walkways, benches, and gardens.

Signage

Upon approval of the Superintendent/President, buildings, lecture halls, classrooms, labs and all areas where students, staff, and the public gather, including walkways, benches, and gardens may identify the donor with signage of appropriate materials and design.

Written Agreement Required

An agreement between the gift donor or other wise named and the District shall be prepared in writing by the Foundation to memorialize the conditions associated with a donation, or donations if applicable over time, that result in the name of the District property.

In the case of fundraising campaigns for naming, a plan must be submitted and approved by the Board of Trustees. The plan shall include the District property to be named, the proposed gift opportunity levels if applicable, and the method of recognition.

Naming of District property must be approved by the Board of Trustees.

Removal of Names from Donor-Named Buildings, Facilities, and Grounds

The District may, in its sole discretion, change a name, or remove a name from a donor or otherwise named building, facility, ground or other space if the building, facility, grounds, or other space is destroyed or razed, or must be substantially remodeled or rebuilt for any reason. In that situation, the District will acknowledge the donor's or otherwise named contribution with a plaque in a prominent location in a replacement building, facility, grounds, or elsewhere on the District's campus.

The District has the absolute right and authority to remove a name from a donor or otherwise named building, facility, ground, or other space and rename it as it sees fit, if the donor or otherwise named fails to make the promised donation or gift for any reason. The District also has the absolute right and authority to remove a name from a donor or otherwise named building, facility, ground or other space and rename it as it sees fit, if the District determines, in its sole discretion, that the District's continued association with the name, the donor or otherwise named, or the donor's or otherwise named family or business, will damage the District's reputation or goodwill in the community.