



POLICY # 6115 Naming Parks and Facilities

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| EFFECTIVE DATE | 8/22/2024 | VERSION # 2 |
| DATE OF LAST REVISION | 8/13/2024 | NEXT REVIEW DATE 7/1/2029 |

APPLIES TO

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|--------------|----------------|
| Division | Districtwide |
| Sub-Division | Administration |

| VERSION | REVISION DATE | DESCRIPTION OF CHANGE/SUPERSEDE | AUTHOR |
|----------------|----------------------|---|-------------------------|
| 1 | July 2012 | Initial | Unknown |
| 2 | 8/13/2024 | Updates to the original policy include removing the donation stipulations and creating its own standalone policy (2215) | Administrative Director |

RATIONALE

These guidelines are established to define rules and procedures for naming District parks and facilities. This policy also extends to the naming of park benches, picnic tables, and other community property as deemed appropriate. This policy does not address naming opportunities in recognition of donations. **Please see policy #2215 - Donations to address any naming of parks and facilities in recognition of donations.**

TERMS AND DEFINITIONS

| TERM | DEFINITION |
|-------------------|--|
| Parks | Open space areas used for public recreation, which are owned and managed by the District. |
| Facilities | Buildings or amenities owned and managed by the District to conduct District business. |
| Specific Features | Amenities that could be located within a park or as part of a facility. Specific features may include, but are not limited to, athletic fields, gymnasiums, meeting rooms, picnic shelters, groves, walkways, trails, ball fields, tennis and basketball courts, aquatic facilities, and playground equipment. |

PROCEDURE

The Board of Directors has the sole and absolute discretion in naming parks, facilities, and specific features within the District and in exercising its discretion, the Board may consider the following criteria and guidelines.

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1. The Board will evaluate the merit of each suggested park, facility, or specific feature name according to criteria outlined in this policy. The General Manager, staff, or designated committee shall make recommendations to the Board for their final approval.
2. When appropriate, the District may solicit help from and/or suggestions of historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historical significance.
3. To stimulate public interest and to obtain additional suggestions, the District may include a contest or competition involving the public as part of the selection process to name a park, facility, or specific feature. However, only suggestions which meet these policy guidelines should be considered.
4. Groups or individuals may submit nominations for naming a park, facility, or specific feature in writing on a form provided by the District, or in a letter that contains all pertinent information including the reasoning for the name being recommended.
5. A public input session or hearing may be conducted to gauge community interest and support for the naming of District parks and facilities.

Parks – parks shall be named as follows:

- To reflect the geographical location.
- To reflect the historical features of the land on or around the park.
- To reflect the significant or unusual natural features of the land on or around the park.
- After a significant individual(s) or groups.

Facilities – facilities shall be named as follows:

- To reflect the services provided in the facility.
- To reflect the geographical location.
- After a significant individual(s) or groups.

Naming after an Individual

The individual to which the park or facility will be named after must have made a significant contribution to the park or facility by improving the quality of life in the District. This could relate to involvement with parks, recreation activities, or other community involvement. The park or facility may also be named after a person from the community who served the local city, state, or United States of America.

Creating a Memorial

An individual (community member or District staff) may request to the Board that a park, facility, or specific feature in the park or facility be named after, or in memorial for, a specific individual. If the name or memorial is made in terms of a specific facility, the facility should be a non-living, low maintenance improvement, which should serve a purpose to the District, for example, a picnic table or bench with a plaque. All costs may be the responsibility of the requesting party.

The requester must submit information and recommendation to the General Manager regarding the relevant history of the person to be memorialized, the type of improvement desired, and the

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verbiage requested, if any. Final decisions regarding the specific features, including, but not limited to, materials, equipment, location, and labor, shall be made by the District.

Approval of the Individual

If the District is naming a park, facility, or special feature after an individual, or in memorial to an individual, the District shall get approval from the individual (if living) or their family (if the individual is deceased and the family is available). The intent of naming the park, facility, or special feature is for permanent recognition.

Veteran Name Plaques

Name Plaques in honor of, or in memory of, an individual to be placed under the Veterans Memorial Plaque within the District may be permitted if the following criteria is met:

1. The individual was a service member killed in the line of duty;
2. The request is submitted by a member of the individual's family, or if proposed by someone other than the individual's family, the person or group making the proposal must be able to assure the Board of Directors that the proposal has the official approval of the individual's family.
3. The individual was a resident or active member of the Chico community for a significant length of time.

If approved, the name plaque must follow the same design as the other name plaques currently placed under the Veterans Plaque.

Removal

The District reserves the right to remove and/or relocate donated amenities, markers, or plaques when they interfere with site safety, maintenance, construction activities, or for any other reason deemed necessary by the District, including but not limited to concerns over vandalism, age, or unsightly conditions. The District will make every attempt to contact the donor prior to removal or relocation. However, in certain situations, such as safety concerns, emergencies, or other urgent circumstances, notification may be made after relocation or removal.

Authority: General Manager, Board of Directors

Approved by the Board of Directors on: **August 22, 2024**