



## **AP 6620 Naming of Facilities**

Proposals for naming of buildings, structures, or facilities of the District shall be submitted to the Governing Board, who will refer them to the Facilities Naming Committee following the Board meeting. The Facilities Naming Committee will make recommendations within 60 calendar days.

The Facilities Naming Committee shall consist of the Superintendent/President or designee, who will serve as chair, and the presidents or their designees from the following groups: Academic Senate, Chaffey College Faculty Association, Classified Senate, California School Employees Association, Chaffey College Student Government, the Chaffey College Foundation Board, and/or other individuals appointed by the Superintendent/President. After study and consideration, the Facilities Naming Committee will make recommendations to accept, deny, or modify the proposal for naming of the building, structure, or facility to the Superintendent/President, or designee. A recommendation to accept the proposal will be forwarded to the Governing Board by the Superintendent/President, or designee.

A building, structure, or facility may be named in honor of the achievement of unique distinction in higher education, or other significant areas of public service, or extraordinary contributions to the District, which warrant special recognition. A building, structure, or facility may also be named in honor of a significant gift. An appropriate relationship between the use of the facility or its function and the person or organization for whom it will be named should exist.

Proposals for the naming of facilities should include a brief biography of the person(s) or the history of the organization and the rationale for the proposal; i.e., the ways in which the criteria above are met. Proposal forms are available in the Office of the Superintendent/President.

### **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-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 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-named building, facility, ground, or other space and rename it as it sees fit, if the donor fails to make the promised donation or gift for any reason. The District also has the absolute



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right and authority to remove a name from a donor-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 the donor's family or business, will damage the District's reputation or goodwill in the community.

References: No specific legal references

Approved: 5/15/12 (*Replaces former Administrative Procedure 6.3.5*)

Revised: 5/16/23, 2/20/24