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**Board Policy**  
Chapter 6 – Business & Fiscal Affairs

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**BP 6620 NAMING FACILITIES AND PROPERTIES**

**References:**

No specific references

The Superintendent-President shall determine if it is in the best interests of the District to specially name facilities and property. All recommendations for naming facilities and properties shall be submitted to the Board of Trustees by the Superintendent-President.

All recommendations shall comply with the following:

- A. When an individual has brought extraordinary distinction, provided exemplary service, or made a significant material donation to the advancement of the mission and goals of the District, a recommendation may be made to the Board of Trustees that a facility or property be named in honor of the individual.
- B. Once the appropriate procedures for naming a facility or property have been followed, the final authority for naming District facilities and properties rests with the Board of Trustees. This authority includes the naming of facilities and properties such as: all buildings, major portions of buildings, college roads and access routes, athletic fields, other major areas of assembly or activity, dining commons and other areas of campus circulation, and all other highly visible facilities and properties.
- C. The Board of Trustees delegates to the Superintendent-President the authority to name individual rooms, limited areas and individual features of buildings, individual landscape items or features, limited outdoor areas, and other minor properties.

Naming recommendations when no gift is involved shall comply with the following:

- A. Recognition by the naming of a District facility or property may be recommended to honor any person who has achieved unique distinction through campus leadership, service to students, service to the community, uncommon achievement, and/or contributions to the advancement of the mission and goals of the District.

- B. Recognition by the naming of a District facility or property may be recommended to honor any person who has worked for the District and has made an extraordinary contribution to the District or its programs. Proposals to name a facility or property after an individual who has worked for the District will be considered a year or more after the individual has resigned, retired, or passed away.

Naming recommendations when a gift is involved before or during construction of a facility or property:

- A. When a significant bequest, gift, or donation is given to the District, the naming of a District facility or property may be recommended.
- B. The procedures to be followed to name a District facility or property after an individual who has made a significant gift in advancement of the mission and goals of the District will include consultative channels as outlined in the administrative procedure for this policy. The District will take into consideration the significance and amount of the proposed gift as either or both relate to the realization or completion of a facility or property and the enhancement of its value to the District.

When a gift is involved after construction of a facility or property, above sections shall apply. However, the bequest, gift, or donation may instead be applied to a purpose other than funding of the facility or property to be named after the donor. In these cases, the funding will be applied to a purpose established through campus consultative channels as outlined in the administrative procedure and in keeping with District and campus missions.

Since naming authority lies with the Board of Trustees, so does the authority and responsibility to remove a name.

Also see AP 6620 Naming Facilities and Properties.

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**Adopted:** June 23, 2009

**Revised:** May 25, 2022

*(Replaces former LBCC BP 6015)*