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**Administrative Procedure**  
Chapter 6 – Business & Fiscal Affairs

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**AP 6620 NAMING FACILITIES AND PROPERTIES**

**References:**

No specific references

The following procedures must be followed when submitting a proposal for naming District facilities or property:

Recommendations shall be made to the Superintendent-President in writing detailing the reasons for the recognition and suggesting the type of recognition. Recommendations may be made by any department, campus group or other directly related entity.

The recommendation must succinctly state the reasons for the proposed recognition, identify the group making the proposal, the extraordinary circumstances justifying the request, and complete biographical data of the individual or background information on the group, company, or organization being proposed for honor.

In cases involving a gift and recommendation to name a facility or property after construction is complete, a rationale and description for the proposed use of the gift proceeds also must be part of the recommendation. The Superintendent-President of the District will use the appropriate District consultation processes to determine approval of the recommendation regarding the use of the proceeds. This information will be shared with the Board of Trustees when the recommendation for naming is presented to the Board for approval.

When the above procedures have been completed and deemed appropriate to advance the naming proposal, the Superintendent-President will submit the proposal for review and presentation to the District Board of Trustees. If deemed inappropriate, the Superintendent-President will provide in writing a rationale for denial to the group making proposal.

When it is within the delegated authority of the Superintendent-President to act on behalf of the Board on naming individual rooms, limited areas and individual features of buildings, individual landscape items or features, limited outdoor area, and other minor properties, the Superintendent-President shall make a decision after the above steps have been followed.

It is the intent of this procedure that:

- A. Individuals, groups, companies, and organizations may receive recognition through the naming of facilities and properties.
- B. Proposals for recognition may originate from departments, campus groups, or other directly related District entities, but not from individuals.
- C. While each proposal for naming a District facility or property shall be considered on its own merits, consultative committees will consider previous decisions to name facilities and properties in the District as part of their review of each proposal.
- D. Except under extraordinary circumstances, the process for proper consideration of naming recommendation may require a period of several months.
- E. The naming of any District facility implies no continuing obligation to the named individual, group, company, or organization other than maintaining the commemorative identification of the facility.
- F. The naming of any District facility does not imply nor constitute legal ownership.

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**Approved:** June 9, 2009

**Revised: May 25, 2022**

*(Replaces former LBCC AR 6015)*