

CRITERIA and PROCEDURE for NAMING FACILITIES

Naming public schools and public school facilities (facility) in the North Middlesex Regional School District:

1. Public school and public school facilities shall be defined as a building, any part of a building (e.g., auditorium, gymnasium, library, individual classrooms, etc.) or any part of the school grounds (e.g., playground, sports field, etc.)
2. Criteria for naming a public school or school facility:
 - a) A facility may be named for a physical area or after a geographic location.
 - b) A facility may be named after a person posthumously; this requirement may be waived under extraordinary circumstances.
 1. That person shall have been of exemplary moral character; or made an outstanding contribution to education, humanity or the community; or displayed outstanding leadership; or be a person of historical significance.
 - c) A facility may be named for a significant or pertinent event.
3. The naming of a facility shall be facilitated by the superintendent. The recommendation, with its supporting reasons, will be reviewed by the superintendent in consultation with the building principal. The superintendent will then make a formal recommendation to the school committee.
4. Criteria for naming a school facility when a benefactor is involved:
 - a) To promote our community, where possible local companies/ families shall be given preference.
 - b) Policy KHB Advertising in Schools and any applicable laws shall be followed.
 - c) There must be a stated benefit to students; all short and long-term costs should be identified in advance.
5. In the case of the naming of school facilities by benefactors, the following procedure shall be used:
 - a) The superintendent shall bring the proposed donation before the school committee for a vote to proceed.
 - b) A public hearing shall be conducted for input from the community.
 - c) The school committee shall take a vote to enter into contract negotiations. At a minimum the contract shall contain the following items:
 - I. Description of donation.
 - II. The stated benefit to the students.
 - III. All short and long-term costs, including maintenance and upkeep, and the parties responsible for these costs shall be identified.Naming Rights:
 1. What is to be named?
 2. What name is to be used?
 3. Duration of naming rights.
 4. Conditions for maintaining those rights.
6. A facility name may be retired at any point with cause. A public hearing shall be conducted, and a unanimous vote of the school committee is needed to make this change.

CROSS REF:

FF Naming School Facilities
KHB Advertising in Schools