

Book	Policy Manual
Section	700 Property
Title	Naming of District Facilities and Attributes
Number	718
Status	Active
Adopted	April 26, 2007
Last Revised	June 14, 2018

**Authority**

The Board of School Directors ("Board") of Springfield School District ("District") may name buildings, grounds and other facilities in honor of former staff, faculty and students that have been recognized for exceptional achievement.

Special requests to name facilities in honor of people who have contributed to the betterment of the District, and to its educational program, will be considered by the Board.

The Board reserves the authority and has sole discretion to revoke the naming of a particular area or facility or recognition of a gift.

The District will not approve names which conflict with standards articulated for advertising set forth in applicable Board policy.

In the event of significant renovations to a previously named particular area or facility, or a portion thereof, the Board may, at its sole discretion, determine that a new naming opportunity should be considered for the renovated area.

For gifts in excess of \$10,000, the Board will allow 5% of the gift amount for donations raised by the Springfield Area Education Foundation to be used to cover operating and administrative costs.

**Recognition of Donors**

Gifts to the District of \$10,000 or less will be approved by the Board. The Board will approve the donation on the Board Consent Agenda at a public board meeting.

For gifts of \$10,000 or less, the duration of the recognition shall be decided on a case by case basis with one year being the normal term.

Signs or displays recognizing the donation shall be at locations approved by the District. All displays must conform to specifications established and approved by the District, including, but not limited to, the material composition, size and appearance.

Gifts to the District in excess of \$10,000 must be approved by the Board at a public Board meeting.

For gifts of \$10,000 or more, the duration of the recognition shall be decided on a case by case basis.

**Naming of Facilities**

As a general guideline, naming of a particular area or building will require a gift commitment of at least 25% of the cost of the particular area or building. The amount may vary with each individual situation, however, and should not be construed as applicable in every case.

Naming of other facilities (auditoriums, classrooms and grounds) will be considered when a sizable donation is made. As a general guideline, highly visible locations such as rooms, gymnasiums, stadiums, playing fields and auditoriums require a donation or gift of at least 25% of the cost of the particular area.

The term of the naming rights will vary but not exceed the expected life of the facility or equipment.

The Board shall have the authority to revoke the naming of a particular area or facility in the event that the individual or entity that the facility is named is determined to have engaged in misconduct, which would service to discredit his/her name and/or reputation.

**DISCLAIMERS:**

***This policy is superseded by all current federal and state laws and mandates.***

***This online posting is an electronic copy from Springfield School District's manual of currently adopted policies. The policies on this site are for informational purposes only and do not reflect updating activities in progress. It may be used for information and reference purposes only regarding issues of concern. Certified date-stamped copies are available from the District Open Records Officer and are valid for issues of concern within two (2) weeks of the stamped date.***