

**BP 6620 Naming Facilities & Properties**

- 1.0 All recommendations for naming facilities and properties shall be submitted to the Board of Trustees by the Chancellor for action.
  
- 2.0 All recommendations shall comply with the following:
  - 2.1 When an individual has brought extraordinary distinction, provided exemplary service, or made a significant material donation to one of the District colleges, the North Orange Continuing Education Program, or the District in general, a recommendation may be made to the Board of Trustees that a facility or property be named in honor of the individual.
  
  - 2.2 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; and other major areas of assembly or activity; plazas, dining commons, and other areas of campus circulation; and all other highly visible facilities and properties. The Board delegates to the Chancellor 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.
    - 2.2.1 When no gift is involved:
      - 2.2.1.1 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.
  
      - 2.2.1.2 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, one of its colleges or one of 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.
  
    - 2.2.2 When a gift is involved before or during construction of a facility or property:
      - 2.2.2.1 When a significant bequest, gift, or donation is given to one of the Colleges or to North Orange Continuing Education, or to the District in general, the naming of a District facility or property in honor of the donor may be recommended.
  
      - 2.2.2.2 The procedures to be followed to name a District facility or property after an individual who has made a significant gift will include consultative channels as outlined in the administrative procedure for this policy. The District will take into consideration

**BP 6620 Naming Facilities & Properties**

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.

- 2.2.3 When a gift is involved after construction of a facility or property, Sections 2.2.2.1 and 2.2.2.2 above 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.

See Administrative Procedure 6620.

**Date of Adoption:** February 12, 2002

**Date of Last Revision:** November 28, 2017  
March 28, 2006