

<b>FREDERICK COUNTY PUBLIC SCHOOLS</b>	<b>Reg. No. 100-6</b>
<b>Subject: NAMING RIGHTS OF BOARD FACILITIES</b>	<b>Date of Issue: 11/5/08</b>
<b>Preparing Office: Office of the Superintendent</b>	<b>Amended:</b>

I. Policy 201

II. Procedures

- A. Definition - For purposes of this regulation, facilities include all buildings and grounds or portions thereof owned by the Board of Education of Frederick County.
- B. Requests presented by members of the community to name portions of facilities after an individual, company, or organization must meet certain criteria and may be approved under the following circumstances:
1. To honor a distinguished person who has made an outstanding contribution to the community or county.
  2. In response to private donations submitted toward an improvement to facilities.
- C. All requests for naming rights of any portion of a facility shall be referred to the executive director of Facilities Services for disposition.
- D. All requests for consideration of any naming rights must submit required information as listed below. The form, *Naming Rights of Board Facilities*, shall also be used to submit the request. (See attached form.)
1. A written request from the individual or organization.
  2. Information on the person, company, or organization for which the naming request is made. This should include their prior contributions and connections to the community or donations pledged for building or grounds improvements.
  3. Letters from the community in support of the request.
  4. Plans for signage or plaques to commemorate the name. (Purchase, installation, and maintenance costs shall be the responsibility of the requestor unless otherwise agreed upon by the board. Costs associated with a dedication ceremony will also be the responsibility of the requestor.)
  5. FCPS staff may ask for additional information in consideration of the request.
- E. The executive director of Facilities Services shall convene a school-based committee comprised of the following individuals to review the request. This committee may choose to meet with the applicant.
1. Building Principal
  2. Instructional Director
  3. Athletic Director (if a high school athletic facility is involved)
  4. Representative of a parent organization appointed by the principal
  5. Faculty Representative appointed by the School Improvement Team
  6. Student Government President

- F. The school-based committee will review the application for:
  - 1. Completeness
  - 2. Accuracy of the information provided
  - 3. Support received from school and community organizations
  - 4. Potential conflicts with Board Policy 201
  - 5. Any issue that would conflict with FCPS regulations, the educational mission of the school system, or the tenets of the Character Counts program.
- G. The committee will provide a recommendation to the executive director of Facilities Services concerning the naming rights request based on the information provided.
- H. Upon receipt of the committee's recommendation, the executive director of Facilities Services will submit a recommendation to the superintendent for ultimate review and consideration by the board.
  - 1. The board will provide a 30-day public comment period for the naming rights request.
  - 2. Following the 30-day public comment period, the board will render a decision of approval, denial, or approval with conditions on the naming rights request.
- I. Following action by the board, the executive director of Facilities Services will notify the applicant in writing of the board's decision.
- J. The conditions for approval of naming rights and any conditions associated with the approval are at the discretion of the board. The length of term for the approved name will be set by the board.
- K. The superintendent may recommend changes or discontinuance of prior approved naming rights to the board as circumstances require.
- L. The board may revoke the naming rights at any time if it feels that such action would be appropriate and in the best interests of the school system.
- M. The executive director of Facilities Services will maintain records of all naming rights requests reviewed by the board.

NOTE: Cross-reference Regulation 200-9 - "Memorials Honoring Deceased Students or Staff"

Approved:

*Original signed by*

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Linda D. Burgee  
Superintendent

**Frederick County Public Schools**  
**Frederick, Maryland**

**Naming Rights of Board Facilities**

School: \_\_\_\_\_

Location at School: \_\_\_\_\_

Name Requested: \_\_\_\_\_

Reason and Justification for the Name Request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Documentation of Community Support:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of plaques, signs or other plans to commemorate the name with anticipated costs:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of a dedication ceremony with anticipated costs, if such is planned:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional information if necessary)

Applicant's  
Name (Print) \_\_\_\_\_

Organization \_\_\_\_\_

Applicant's  
Signature \_\_\_\_\_ Date: \_\_\_\_\_