

FREDERICK COUNTY PUBLIC SCHOOLS		Reg. No. 100-06
Subject:	NAMING RIGHTS OF BOARD OF EDUCATION FACILITIES	Issued: 11/5/08
Preparing Office:	Office of the Superintendent	Amended: 3/9/16

I. Policy 201

II. Procedures

- A. Definition - For purposes of this regulation, facilities include portions of all buildings and grounds owned by the Board of Education of Frederick County (Board).
- B. Requests presented by members of the community to name portions of facilities after an individual, company or organization must meet certain criteria as established in Board Policy 201.
- C. All requests for naming rights of any portion of a facility shall be referred to the chief operating officer 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 that supports the criteria listed by the Board in Policy 201.4 "Criteria for Naming Portions of Buildings or Grounds."
 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. Frederick County Public Schools (FCPS) staff may ask for additional information in consideration of the request.
- E. The chief operating officer 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
 7. Two members of the Citizens Advisory Council who are not directly associated with the school community regarding the specific request

- 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 chief operating officer concerning the naming rights request based on the information provided.
- H. Upon receipt of the committee's recommendation, the chief operating officer will submit a recommendation to the Superintendent prior to review and consideration by the Board.
 - 1. The Superintendent will schedule a 30-day public comment period for the naming rights request prior to consideration by the Board.
 - 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 chief operating officer 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 chief operating officer will maintain records of all naming rights requests reviewed by the Board.

NOTE: Cross-reference FCPS Regulation *200-09 Memorials Honoring Deceased Students or Staff*

Approved:

original signed by

Theresa R. Alban
Superintendent

[Reference: Board Policy 201](#)

Frederick County Public Schools – Frederick, Maryland

Naming Rights of Board of Education 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: _____

*My signature affirms my request is in compliance with criteria set forth in Board Policy 201 and FCPS Regulation 100-06.
(Submit to the Chief Operating Officer, 191 South East Street, Frederick, MD 21701)*