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# Policy 14J: Naming University Facilities [1]

### Introduction

This policy covers the naming of both major and smaller university facilities. Major facilities include buildings, wings of buildings, recreational fields, plazas, fountains, roadways, walkways, malls, quadrangles, and similar facilities on the campuses of the University of Colorado. Smaller facilities include classrooms, seminar rooms, lecture halls, laboratories, and interior portions of buildings, service facilities, and vest pocket parks, patios, and steps. This document was approved by the Board of Regents on February 28, 1973, and subsequently amended on January 23, 1974, May 17, 1984, September 15, 1988, and September 10, 1998.

## A. Guidelines for Functional Designations

1. Each new major facility shall have a functional designation as a part of its name.

2. The chancellor shall approve the functional name for each new major facility, with the concurrence of the president. As appropriate, program plans for construction and acquisition of facilities are approved by the Board of Regents.

3. The chancellor shall approve the functional name for all smaller facilities, with the concurrence of the president.

4. The chancellors shall develop a process for categorizing campus functions and for developing appropriate functional names. The campus Long Range Facilities Master Plan may provide guidance in developing the functional names of major facilities.

## B. Guidelines for Honorary Names

1. In addition to the functional designation, both major and smaller facilities may also have honorary names. Honorary names for major facilities shall require the approval of the Board of Regents. Honorary names for smaller facilities must be approved by the chancellor, with the concurrence of the president.

   Honorary names include concepts, places, flora and fauna, natural landmarks, etc. Honorary names also include the names of individuals and groups.

2. Both major and smaller facilities may be named to honor individuals or groups, although it is not necessary that all facilities be named to honor individuals.

3. Persons proposing to name a major facility for an individual or a group (e.g., corporations, foundations, or other entities) must establish that the individual or group meets one or more of the following criteria.
    a. The individual or group shall have rendered outstanding academic and/or professional service to the university community. Names of individuals may not be proposed under this criterion earlier than five years after the date of the individual?s retirement; or if the individual is deceased, the name may not be proposed earlier than five years after the date of death.
    b. The individual or group must have contributed in his/her/their own or in another?s name substantial funds toward the construction, renovation and/or maintenance of the facility for which the individual or group is recommending a name. A contribution of at least 50% of the construction or renovation cost of a major facility is deemed to be substantial. A lesser percentage may be deemed to be substantial if that contribution made possible the construction, renovation, or maintenance of the major facility. An endowment sufficient to provide for 75% of the maintenance and operating cost of a major facility at the time of the endowment is deemed to be substantial.
    c. Any existing or planned major or smaller campus facilities which have not been given an honorary name may be named if funds substantially equivalent to the cost of the facility to be named are contributed. Such funds may be designated to another campus fund or program related to such facilities in exchange for an appropriate naming opportunity for such facilities.
    d. The individual or group has historical or social importance to the state of Colorado or to the University of Colorado.

## C. Name Changes

1. If there is a change in the function of either a major or smaller facility that is not named for an individual, the functional name may be changed on the approval of the campus chancellor.
2. If a major facility is named to honor an individual under this policy the facility?s honorary name may not be changed unless the chancellor, with the concurrence of the president, and the Board of Regents approve the change. In such cases, any pre-existing agreements with the donor(s) will be taken into consideration.

    The honorary names of smaller facilities cannot be changed unless approved by the chancellor, with the concurrence of the president.

## D. Implementation and Administration

1. When a major facility is named for an individual or group, it is expected that there will be suitable ceremonies of formal dedication and that appropriate prominent plaques and signs will be installed and will be maintained to recognize the individual or group who is being honored. When a smaller facility is named for an individual or group, suitable signage will be installed and suitable ceremonies of formal dedication shall be held.
2. Each campus chancellor shall develop procedures for implementing this policy, including

policies and procedures for naming facilities on the campus, the list of functional name categories, the actual names of all campus facilities, and the interior space names.

Last Amended: September 10, 1998

History:

Adopted 09/10/98

**Attachments:**
**Video:**
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