



UCCS CAMPUS POLICY

Policy Title: Naming University Facilities

Policy Number: 400-005

Policy Functional Area: Administration and Finance

Effective: August 5, 2016

Approved by: Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor: Administration and Finance (VCAF); University Advancement (VCUA)

Office of Primary Responsibility: VCUA

Policy Primary Contact: SVC University Advancement, 255-3438

Supersedes: January 14, 2008; February 21, 2005; April 1, 1996

Last Reviewed/Updated: May, 26, 2016

Applies to: Administrators, Faculty, Staff

Reason for Policy: To establish standard procedures for naming University facilities in compliance with Regent Policy 14J.

I. INTRODUCTION

The University of Colorado Colorado Springs (UCCS) welcomes the opportunity to honor those who have rendered distinguished service or support to UCCS. Facilities and interior and exterior spaces may be named for individuals or entities whose accomplishments or generosity advance and/or increase the capacity of UCCS to meet its overall mission of education. UCCS will adhere to applicable guidelines outlined in University of Colorado Board of Regents Policy 14-J, "Naming University Facilities."

II. POLICY STATEMENT

A. Facility Naming Committee

The Chancellor designates the Facility Naming Committee ("FNC" or "Committee") to review and make recommendations for naming opportunities. Committee Membership of the Facility Naming Committee will include the Vice Chancellor for Administration and Finance or appointee, the Vice Chancellor for University Advancement or appointee, and any other representatives of the

University community as deemed appropriate by the chancellor. The chancellor shall appoint the chairperson of the committee.

B. Notice to Committee and Committee Review

When it appears that a contribution to the University will result in a request to name a building or a portion of a building for a donor or other individual, the FNC chairperson shall be notified in writing. The request shall contain a profile of the donor, the area of interest with any proposed stipulations, and information about how the gift will be paid. The Committee will review and research each submitted facility-naming nomination on its individual merits. The FNC, as a part of deliberative review and research process, may consult with others outside its membership when appropriate and necessary. The Committee will make a recommendation to the chancellor. All naming decisions must be made by the chancellor.

C. Naming Guidelines

- i. Facilities are normally to be named to honor persons who have a formal connection with the University and are substantial benefactors.
- ii. Namings are contingent upon receipt of final gift payments. However, namings may be approved by the FNC before receipt of final payment. If payment is to be made over an agreed-upon period of time, the name may be used and a dedicatory event held during the payment period at the discretion of the FNC.
 1. Generally, naming rights for benefactors would be granted where there is a minimum monetary commitment of five years.
 2. The Vice Chancellor for University Advancement may recommend to the chancellor that the use of a benefactor's name be discontinued should a donor default on a gift payment.
 3. Deferred gifts, including, but not limited to, life insurance and bequests shall not be used for current naming opportunities. Discussion should be made with the interested donor(s) concerning the possible naming opportunities that may be available when the gift is actually received.
 4. Donor names proposed for landscape elements will require a gift to cover the full actual cost of the project and a maintenance endowment fund as follows: adoption of an existing tree - \$1,000, a new tree - \$2,000, adoption of an existing bench - \$500, a new bench - \$2,500, artwork to be determined on a case-by-case basis.
 5. A field of bricks and similar items consuming little, if any, square footage may carry donor or honorary names with the approval of the FNC. All external designs and namings of this nature shall be reviewed and approved by the University Architect to assure compliance with the University's design standards.
- iii. When a proposal involves the use of the name of a deceased person, approval is contingent on the agreement of that person's next of kin.
- iv. UCCS University Advancement shall maintain an official list of all requests and approved proposals for namings.
- v. Naming rights will normally not extend beyond the normal life of the building.

- vi. No publicity shall be given about a recommendation for naming until it is approved by the chancellor.
- vii. UCCS Master Plan may provide guidance in developing the functional names of major facilities.
- viii. The functional name categories and actual names of facilities (major and smaller) will be maintained by the University Architect's Office.

III. DEFINITIONS

- A. "Major Facilities" include buildings, wings of buildings, recreational fields, plazas, fountains, roadways, walkways, malls, quadrangles, and similar facilities on the UCCS campus.
- B. "Smaller Facilities" include classrooms, seminar rooms, lecture halls, laboratories and interior portions of buildings, and service facilities. Exterior elements include landscaping, commemorative trees, bricks, benches, sculptures, vest pocket parks, patios, and steps.
- C. "Honorary Names" can be applied to concepts, places, flora and fauna, natural landmarks, etc. Honorary names can also include the names of individuals and groups.
- D. "Functional Names" are generic names to be used in conjunction with the naming; i.e Science or Science and Engineering or Event Center.

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Administrative Policy Statements (APS) and Other Policies
- B. Procedures
- C. Forms
- D. Guidelines
- E. Other Resources (i.e. training, secondary contact information)
- F. Frequently Asked Questions (FAQs)

V. HISTORY

Initial policy approval	April 1, 1996
Revised	February 21, 2005
Revised	January 14, 2008