

## COUNCIL/ADMINISTRATIVE POLICY

Subject: Naming/Dedication of Facilities	Policy No:	Date:
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### PURPOSE

To define the policies, responsibilities and procedures associated with the naming of City facilities.

### DEFINITIONS

1. “Buildings” are City-owned facilities that house employees or are otherwise used to conduct City business. Buildings may include, but are not limited to, the Civic Center, City Council Chambers, and Police facility.
2. “Support Facilities” are City-owned facilities that are used to support field operations. Support facilities may include, but are not limited to, the corporation yard and pump stations.
3. “Park Sites” are City-owned parks, open space, and trail areas. Park sites include developed and undeveloped park areas and designated open space areas.
4. “Recreation Facilities and Amenities” are facilities/amenities used primarily for recreation and leisure activities, including, but not limited to, athletic fields, tennis/basketball courts, recreation centers, gazebos and meeting rooms.

### POLICY

1. *General.* The policy of the City is to name facilities in a manner that will provide an easy and recognizable reference for the City’s customers. Therefore, naming options will always consider a name based on the facility’s geographic location. However, the policy also established conditions for the consideration of naming options based on other factors.
2. *Geographic Location.* Whenever possible, all City facilities will be named for their geographic location. The geographic location may be based on the identification of the facility with a specific place, neighborhood, major street, regional area of the City or the City itself if the facility is deemed to serve the entire community.
3. *Other Considerations.* Consideration of names for facilities may also include a prominent form of topography, a prominent plant, bush or tree and historical precedent.

### Dedications:

- a. Facilities or portions thereof, may be dedicated in memory, or honor of, individuals, groups or organizations. Dedications are encouraged to be in the form of facility improvements or enhancements:
- b. Dedication may be in recognition of an outstanding service, a donation or contribution to the facility or community.
- c. Dedication may be in memory of someone who has contributed to the facility or community.
- d. Any individual, family, group or organization sponsoring a dedication or memorial must provide sufficient funds to purchase, install, and maintain any plaque or other form of label associated with the recognition. The dedication or memorial may take the form of a ceremony or other testimonial in honor of the person or group in question.
- e. The City will make every effort to preserve any dedication plaque or other dedicated object. If necessary, due to repair of surround areas, construction or redesign of a facility, the plaque or dedication object may be relocated. If the plaque or other dedication object cannot continue to be reasonably maintained or after a period of ten years, it may be removed by the City.

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- f. If the dedication includes the gift or a tree or other plant the City will provide its regular standard of landscape care for the tree. If the tree does not survive, the City is not obligated to provide a replacement. If the dedication includes the gift of an object (e.g. bench, picnic table, play equipment), the City will provide its regular standard of care and maintenance for the object.
- g. The City will not be responsible for upkeep, repair or replacement of any dedication or memorial plaque whose placement was not sponsored by the City.
- h. Dedication or memorial plaques may not be placed in or on City facilities without written City approval.
- i. The Park and Recreation Commission will, on behalf of the City Council, oversee the provisions of this policy. The City Council will refer naming or dedications in public park, recreation and open space areas and facilities to the Commission for recommendation.
- j. The Park and Recreation Commission will initiate the naming of new facilities and their features. The City Council will be advised of dedications covered by this policy and asked to confirm facility names.

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**CITY OF BRENTWOOD  
NOMINATION FOR NAMING/DEDICATION OF FACILITIES**

**DATE OF NOMINATION:** \_\_\_\_\_

**NOMINATOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**RECOMMENDED NAME:** \_\_\_\_\_

**RECOMMENDED SITE:** \_\_\_\_\_

**IF A FAMILY MEMBER, WHAT IS THE RELATIONSHIP?** \_\_\_\_\_

*Please illustrate below the reasons for your nomination. Please be as complete as possible. Attach additional pages or supportive materials if needed to clarify the nomination.*

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**Community-wide activities responsible for:**

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***Local clubs or organizations served:***

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***School attended:***

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***Major benefit(s) to the history of Brentwood:***

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***Why are you nominating this person?***

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Submit form to:      Park and Recreation Commission  
City of Brentwood Parks and Recreation Department  
708 Third Street  
Brentwood, CA 94513  
Phone: (925) 516-5444