

# POLICY

NUMBER: BCC-58

CANCELS: 07/10/2012

APPROVED: 01/26/2016

ORIGINATOR: Facilities Management

REVIEW: 01/26/2019

TITLE: **Naming of County Facilities**

## **I. Naming of County Facilities (other than Park Facilities)**

### **A. Objective**

To establish the criteria for selecting names of County Facilities

### **B. Definitions and References**

Facility: Improved County owned property, provided to serve a public purpose.

### **C. Directives**

#### **1. Selection of Names**

- a) Historical, natural phenomena, recognizable area, neighborhood, or names of horticultural significance for County facilities are preferred.
- b) A facility may be named in honor of a deceased person after a waiting period of no less than twelve months from death of such person and if specified as a condition of donation offered to the Board.
- c) A facility shall not be named for a living person except when a name is specified as a condition of donation offered to the Board.

#### **2. Method of Selecting Names**

##### **a) New Facility**

- (1) Names may be recommended or contests may be conducted by a Advisory Board for the naming of a new facility in accordance with the guidelines of this policy.
- (2) The name selected shall be presented to the Board of County Commissioners for approval.
- (3) County funds shall not be used for prizes to be awarded to the winner of a contest.

b) Changing a Name. When an existing name of a facility has been determined to be inappropriate or ineffectual the respective department having oversight or management of the facility, may select a new name in accordance with this policy and submit its recommendations for approval to the Board of County Commissioners.

c) Naming Sections/Rooms within a Facility. The Department having oversight or management of a facility may submit a proposed name to be affixed to a section or room within a facility, which is different from the name of the overall facility, for approval by the Board of County Commissioners.

d) Placing of Plaques and Markers. Plaques and/or markers, designed to blend with the existing environment, may be placed in a facility or affixed to objects at the discretion of the respective department for the following purposes:

(1) To designate history related to that particular facility.

(2) To recognize groups and individuals who have contributed significantly through donations or their efforts.

## **II. Naming of Park Property and Park Facilities**

### **A. Objective**

To recognize the unique relationships formed by Brevard County and to establish the criteria and policy for selecting names of Parks and Park Facilities where the County is the owner, lessee or authorized manager of real property and facilities.

### **B. Definitions and References**

1. Department - the Brevard County Parks and Recreation Department.

2. Park Property - improved or unimproved tract of land reserved for public use and managed by Brevard County Parks and Recreation Department.

3. Park Facilities - assets within the confines of park property that includes, but not limited to, buildings, structures, open spaces, trails, natural areas, community centers, athletic fields, pavilions, recreation areas, boat launch facility, beach accesses, crossovers and other amenities and features.

4. Partner Agency - another governmental unit that has ownership and/or management control of property or facilities within Brevard County.

### **C. Directives**

#### **1. Selection of Names**

a) Historical, natural phenomena, recognizable area, neighborhood, or names of horticultural significance are preferred for Park Property and Park Facilities using established criteria, emphasizing community values, character, local history, geographic, environmental, civics and services to the Brevard community.

b) Park Property may be named in honor of a deceased person after a waiting period of no less than twelve months from death of such person or when a name is specified as a condition of donation/purchase to the Board. Park Property shall not

be named for a living individual except when a name is specified as a condition of donation/purchase offered to the Board.

c) Park Facilities may be named in honor of a living or deceased individual who has made a unique and extraordinary donation, purchase or other contribution to the County or Partner Agency.

## **2. Guidelines for Naming and Renaming Park Property and Park Facilities**

a) A request for naming or renaming a Park Property or Park Facility shall be submitted in writing to the Parks and Recreation Area Advisory Board, through the Parks and Recreation Department. Names may be recommended or the Parks and Recreation Area Advisory Board may conduct contests for the naming of a new park or recreation facility in accordance with the guidelines of the policy.

b) Those submitting a request must demonstrate how the proposed name is consistent with the directives stated in this policy. The Parks and Recreation staff will review the request for adherence to the criteria before forwarding to the Parks and Recreation Area Advisory Board.

c) The Parks and Recreation Area Advisory Board will offer the opportunity for public input on the proposed naming or renaming.

d) The Parks and Recreation Area Advisory Board shall forward their recommendations to the Board of County Commissioners and, if required, to the Partner Agency for their concurrence.

## **3. Placing of Plaques and Markers**

Plaques and/or markers, designed to blend with the existing environment, may be placed at a Park Property or affixed to objects at the Park Facility at the discretion of the Parks and Recreation Department for the following purposes:

a) To designate history related to that particular Park Property or Park Facility.

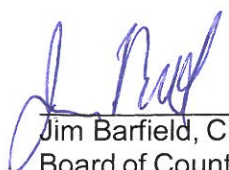
b) To recognize groups or individuals who have contributed significantly through donation of their efforts.

## **III. Reservation of Authority**

The authority to issue and/or revise Policies is reserved to the Board of Commissioners.

Attest:

  
SCOTT ELLIS, CLERK

  
Jim Barfield, Chairman  
Board of County Commissioners  
Brevard County, Florida

As approved by the Board JAN. 26, 2016