Town of Discovery Bay

Program Area: Board Policy	Policy Name: Facility Naming Policy	Policy Number: 023
Date Established: June 17, 2015	**Date Amended:** N/A	**Resolution:** 2015-11

Purpose of Policy

To establish the manner and criteria for which new or existing facilities within the Town of Discovery Bay shall be named.

It is to the benefit of the Town of Discovery Bay that a name for facilities be determined in order to clarify reference to, and identification of, the site for the benefit of the public, Town of Discovery Bay Board, and staff.

When appropriate, a facility may be named in honor of a person, if that person has made a major contribution to the community.

Naming Process

For any facility covered by this policy, the Town of Discovery Bay Board of Directors shall approve all facility names, consistent with this policy.

General Criteria

a. Names of facilities should generally be easy and recognizable references for all residents and visitors.

b. Historical names may be considered when the name is appropriate to the site.

c. Descriptive nomenclature should be included in the name of the facility, such as “Community Park,” “Neighborhood Park,” or “Community Center.”

d. Specific areas within a facility may be named separately after an individual or for a geographical area.

e. The facility name may be changed by action of the Town of Discovery Bay Board when community interests and events make such a change necessary.

f. Developers who either contribute or construct facilities are not guaranteed the naming rights.

Specific Criteria for Naming New or Existing Facilities

Naming and dedications of facilities are a special recognition that is considered for persons deserving exceptional recognition for their unique, substantial or outstanding contributions. If the facility or a portion thereof, is to be named or dedicated for an individual, family, or organization, the Town of Discovery Bay Board shall consider and apply the following criteria:

1. Naming a facility after individuals, families, or organizations should only be considered when the individual, families, or organizations have made exceptional contributions to the community, which could include distinguished public service or community activities.

2. When the Town of Discovery Bay Board of Directors considers naming a facility after a person, if the person is no longer living, he/she must have been deceased for no less than five (5) years prior to approving the facility name.

3. When the Town of Discovery Bay Board of Directors considers naming a facility after a person who is, or has been, a Town of Discovery Bay Board member, or employee his/her service as a Board member or employee must have ended no less than five (5) years prior to approving the facility name.

4. The funding source for the appropriate signage will be identified at the time of naming any facility.