



Policy #71001

NAMING BUILDINGS AND FACILITIES

Effective Date: May 8, 2018

Responsible Office: Office of the Vice President for Advancement, Research and Economic Development

Division: Institutional Advancement

I. PURPOSE/OBJECTIVE

The purpose of this policy is to provide standard guidelines among all the departments of Grambling State University in naming buildings, sites and common areas. Naming opportunities may be granted in recognition of distinction and/or in recognition of financial support.

II. STATEMENT OF POLICY

From time to time the University may want to honor the extraordinary, distinguished contributions of individuals to humanity, the United States, Louisiana, Lincoln Parish or Grambling State University.

- A. When a significant area or building is proposed to be named for an individual associated with Grambling State University, it is recommended that a period of three years shall lapse between the end of the individual's service to Grambling and a naming proposal.
- B. If a building, room, significant area or program is to be named in recognition of outstanding service, a Committee assigned by the president shall determine whether the person is worthy of the honor, whether the recommendation has the support of the occupants of the building or users of the area, as well as the support of the University community, before making a recommendation to the University of Louisiana System for approval.
- C. For naming in recognition of financial gifts, the donor will be expected to provide twenty percent (20%) of the cost of the entity – exceptions will be made as approved by the Committee assigned by the president. The value of individual naming opportunity will be based on the recommendation of the Grambling State University Advancement Office and approved by the Grambling University Foundation. A guide for naming may be based on cost of area per square foot with appropriate adjustments based on visibility of space to be named and other considerations.

- D. Donors may be individuals, families, organizations, foundations or corporations. In establishing objectives for a fundraising campaign, the department securing the funds, in consultation with the president and the Office of Advancement, will establish a schedule of naming opportunities and the level of donation required for each. The Office of Advancement will consult with departments to advise whether the gift levels are appropriate and consistent with others on campus.
- E. No naming will be approved or (once approved) sustained that will call into serious question the public respect of the University.
- F. Names of facilities or areas should lend prestige to the University and to staff, students and community. The credentials, character and reputation of each individual, organization or corporation for whom the naming of a building is being considered shall be carefully scrutinized and evaluated. Nominations submitted for consideration must be accompanied by supporting documentation.
- G. When a building or significant area has been named, the University will continue to use the name so long as the building or area remains in use and serves its original function. When the use has changed such that it must be demolished, substantially renovated or rebuilt, the University may retain the use of the name, name another comparable room or facility or discontinue the use of the name.
- H. It is the responsibility of the Advancement staff negotiating on behalf of the University to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions consistent with this policy.
- I. All proposals for naming will be forwarded to the president who shall make a determination whether the proposed naming conforms to this policy, is otherwise appropriate, and is of sufficient merit.
- J. The University of Louisiana System will consider for approval the naming of buildings, substantial areas or significant landscape features. The Board will also approve the schedule of naming opportunities and the level of donation required for each upon the launching of a capital campaign on campus.
- K. Commitments made prior to adoption of this policy shall be honored.
- L. A uniform system of signage should be adopted by location.

III. UNIFORM SYSTEM OF SIGNAGE

- A. Buildings and areas should have names that include their primary function:
1. Special use buildings or areas such as an auditorium, physical education center, health center, or such, may bear the functional name separately or in combination with the person's name (e.g. Eddie G. Robinson Stadium," "Robinson Stadium")
 2. Outdoor areas shall bear the name of the individual and a functional description (e.g. "Sandle Street")
- B. Plaques and signage should be tasteful, discrete and consistent with other campus signage.
- C. Except as authorized or provided by law, no public building owned by the state or by any political subdivision of the state or by any institution receiving its support in whole or in part from the state shall be named in honor of any living person.* The naming of a building to honor an individual may use the full name or the surname, as in "Conrad Hutchinson Performing Arts Center" or "Long-Jones Hall" – In the case of corporations or businesses, the University should use a shortened name sufficient to recognize the business (as in "T. L. James Hall"). The reason for this convention is to ensure that the use of the new name becomes commonplace within the lexicon of the University and minimize exterior lettering, listings in directories, mailing addresses and the like.

*Universal Citation: LA Rev. Stat § 42:267

NAMING OPPORTUNITY EXAMPLES

Stadium Support Building

Tiger Den

Football Field

Football Weight Room

Football Training Room

Football Equipment Room

Soccer Field

Softball Field

Intramural Center

Intramural Center Court (Howard G. Willis Court)

Green Room/Press Room of Hobdy Assembly Center

Basketball Court in Hobdy Assembly Center

Foyer of Adams Hall (Dr. Lamore J. Carter Foyer)

First Floor of Adams Hall (Dr. Helen Richards-Smith Floor)

Second Floor of Adams Hall (Dr. A. P. Butler Floor)

Third Floor of Adams Hall (Dr. Mildred Gallot Floor)

Consumer Science Area (Dr. Willie B. Ford Center)

Documents Room Long-Jones Hall

Nursing Lounge

Nursing Auditorium

Band Practice Room

TV Center

Radio Broadcast Room

Gramblinite Production Room

Information Technology Training Room

Jacob T. Stewart Student Lounge

Career Center

Distance Learning Center

Student Technology Center

Student Union Atrium

Student Union Theatre

Mailroom

2011 Louisiana Laws

Revised Statutes

TITLE 42 — Public officers and employees

RS 42:267 — Naming public buildings, etc., in honor of a living person prohibited; penalty

Universal Citation: LA Rev Stat § 42:267

§267. Naming public buildings, etc., in honor of a living person prohibited; penalty

A. Except as authorized or provided by law, no public building, public bridge, public park, public fish or game preserve, or public wildlife refuge owned by the state or by any political subdivision of the state or by any institution receiving its support in whole or in part from the state shall be named in honor of any living person.

B. The officer, officers, board, or commission responsible for naming any public building, public bridge, public park, public fish or game preserve, or public wildlife refuge named in violation of this Section in honor of any person who is still living shall change the name and the officer, officers, board, or commission in charge of such building, bridge, park, preserve, or refuge shall destroy, deface, or remove all plaques, signs, or other evidence of the name of such person appearing on the premises thereof.

C. Any person may commence a suit in the district court for the parish in which the building, bridge, park, preserve, or refuge is located for mandamus, injunctive, or declaratory relief to require compliance with the provisions of this Section, together with reasonable attorney fees and costs.

Acts 2004, No. 577, §1.

Reference: <http://www.legis.la.gov/legis/LawSearchList.aspx>