

FACILITIES SERVICES POLICY PROCEDURE  
POLICY NUMBER UM \_201.2

Naming University Buildings and Significant Exterior Spaces

**Reference**

MUS Policy 1004.1 – Naming of Buildings

***Revised January 9, 2007; Issued October 20, 2006 [Effective September 28, 2006]***

I. Definitions

A. Buildings

University buildings shall mean all buildings, athletic facilities and significant interior spaces such as theatres or auditoriums that seat more than 250 people, owned by the State of Montana under the control of the Montana University System.

B. Significant exterior spaces

University significant exterior spaces shall include all parking lots, assembly areas, malls, and streets, owned by the State of Montana under the control of the Montana University System.

C. Individual

Person or legal entity.

**II. Authority**

The President of The University of Montana authorizes and submits all naming nominations for buildings and significant exterior spaces to the Board of Regents of the Montana University System. The Committee for Campus and Facilities is responsible, at the pleasure of the President, for reviewing naming proposals and making recommendations to the President of The University of Montana.

**III. Procedure**

A. Functional Names

In most cases University Buildings should be given functional names which describe and identify the principal activity or purpose of the building.

B. General Names

University buildings may be given general names if the use frequently changes or multiple functions are housed.

C. Buildings, significant exterior spaces, and other Property Named in Honor of or Dedicated to Specific Individuals

In exceptional instances, a university building, significant exterior space, or other property may be named to honor an individual whose accomplishments or contributions have distinguished the University and whose reputation have or will have stood the test of time.

No building, significant exterior space, or other property will be named after or dedicated in honor of any person currently associated with the Montana University System or the State of Montana.

D. Benefactor Naming and Dedications

A building, significant exterior space, or other property may be named or dedicated in recognition of major gifts to The University of Montana. The level of contribution for a naming or dedication opportunity of a building, significant exterior space, or other property is not specified in this policy. The level of contribution required will be approved on a case by case basis or in accordance with pre approved schedules by The President of the University.

E. Building, Significant Exterior Space, and Other Property Dedications – Relocation, Renaming and Removal

Renaming of a building or other property, removal of a dedication or relocation of a dedication to a new building, significant exterior space, or other property shall follow the same policies and procedures described here in.

F. Ineligible Buildings, Significant Exterior Space, or other Property

The University of Montana – Missoula has determined that certain buildings, significant exterior space, and other property shall not be eligible for naming after a person or legal entity. They are as follows:

1. Exceptions identified in Board Policy Section 1004.1
2. The Oval – Missoula Campus
3. University Hall – Missoula Campus

#### **IV. Submittal Process**

A. Functional/General Names

1. Written proposals for assignment of or change in functional/general names, with an explanation of supporting reasons, may be submitted by any member of the University community to the President of The University of Montana.
2. The President will submit the proposal to the Committee for Campus Facilities for review and advice. The Committee may, to the extent it deems necessary and appropriate, solicit the views of members of the campus community such as:
  - a. The dean, director, supervisor or other officer exercising responsibility for the primary use of the building, significant exterior space, or other property.
  - b. The Director of Facilities Services shall review and provide advice as to the historical background, architectural implications, cost estimates and any implementation problems relating to the proposal.
3. After considering all relevant information, the Committee for Campus Facilities will make its recommendation for approval or rejection of the proposal to the President.

B. Buildings, Significant Exterior Spaces, and Other Property Named in Honor or Memory of Specific Individuals

1. Proposals to name University buildings, significant exterior spaces, or other property in honor of specific individuals may be initiated by:
  - a. Written petition signed by ten or more members of the University community.
  - b. Any vice president, dean or director.The proposal shall be forwarded to the President for approval.
2. Each proposal, so far as feasible, shall be accompanied by:
  - a. A description of the building, significant exterior space, or other property in question and the name proposed to be honored.
  - b. A biographical summary of the person proposed to be honored.

- c. A statement of reasons for a belief that the individual's contribution to the University satisfies the standard set out in this procedure.
  3. The President will refer the proposal to the Committee for Campus Facilities for review and advice. The Committee may, to the extent it deems necessary and appropriate, solicit the views of members of the campus community such as University administrators, faculty, staff, students or any other person whose interests may be implicated in the proposal or who may be able to provide special assistance in its evaluation.
  4. After considering all relevant information, the Committee for Campus Facilities will make its recommendation for approval or rejection of the proposal to the President.

## **V. Confidentiality**

- A. Buildings, Significant Exterior Spaces, or Other Property Named in Honor or Memory of Special Individuals

In view of the sensitivity of the matters under consideration and their potential for creating misunderstandings, all stages of the proposal, review, and recommendation process, as outlined above, are required to be conducted in a confidential manner.

## **VI. Implementation**

- A. Functional/General Names

Upon approval by the President of a newly designated, functional/general name, necessary notification will be given by the Director of Facilities Services. Any new signs, plaques or markers shall be provided to conform with University policy and design standards relating to campus graphics.

- B. Buildings, Significant Exterior Spaces, or Other Property Named in Honor or Memory of Special Individuals

The implementation of the designated name, including all notifications, announcements, ceremonies, and the erection of suitable identifying signs or markers in connection therewith, shall be carried out under the direction of the President.

## **VII. Records**

- A. An official list of all University buildings, significant exterior spaces, and other property and their approved functional/general, or honorary names and or dedications shall be maintained by the Director of Facilities Services.
  
- B. Complete files and records of all background data and proceedings leading to the assignment or change of name of any building, significant exterior space, or other property shall be maintained by the Director of Facilities Services.