


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE		PROCEDURE 230.2	
		Page 1 of 2	
		Last Revision Date:	02-07-2022; 12-01-2020; 08-11-2020; 10-12-2017; 07-30-2007
		Effective Date:	07-30-2007
		Last Review Date:	02-07-2022
Section:	Administration	Subject:	Naming of College Facilities

PURPOSE

Establish guidelines for naming College facilities.


DEFINITION

Facilities are defined as buildings, rooms, laboratories, galleries, lounges, plazas, courtyards, walkways, gardens, agricultural plots, athletic venues, streets, open spaces, fixed furniture, and equipment.

PROCEDURE

1. The authority to name any College facility rests with the District Governing Board upon the recommendation of the President.
2. The College may occasionally honor the extraordinary professional, personal, or financial contributions to the institution by an individual, family, corporation or entity.
3. A proposal for naming shall be first submitted to the President's Cabinet for review within 30 days of receipt, followed by a recommendation to the President.
4. Proposal review will include, as a minimum, the following considerations:
 - 4.1 Written documentation of the contributions of the proposed honoree.
 - 4.2 A written review of the credentials, character, and reputation of the honoree to ensure alignment with the College mission, vision, values, and strategic plan.
 - 4.3 Naming based upon financial contribution is expected to involve a significant commitment.
5. All named facilities remain the property of Arizona Western College.
6. When a facility has been named, the College will continue to use the name as long as the facility remains in use and serves its original function. When the use changes, such that it must be demolished or substantially renovated, the College may:
 - 6.1 Retain the use of the name
 - 6.2 Name another comparable facility, or
 - 6.3 Discontinue use of the nameAny change in a facility's name will be communicated to the entity for which it was named.

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		Page 2 of 2	
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7. Plaques and signage will adhere to College protocol.
8. Commitments made prior to the adoption of this procedure shall be honored.
9. The College reserves the right, upon the recommendation of the President, to discontinue the use of the name at any time for any reason.