


PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE	PROCEDURE 230.2		
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	Last Revision Date:	03-03-2010	
Effective Date:		07-30-2007	
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 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 and strategic plan.
 - 4.3 Naming based upon financial contribution will be expected to provide approximately 50% of the cost.
 - 4.4 A provision for funding the ongoing cost of maintenance of the facility.
5. All named facilities are 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 name

Any change in the facility's name will be communicated to the entity for which it was named.
7. Plaques and signage will adhere to College protocol.

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8. Commitments made prior to the adoption of this procedure shall be honored.
9. The college reserved the right to discontinue the use of the name if section 4.2 comes into question.