

## **Policy on Memorials and Naming Facilities/Fields**

### **I. Purpose of the Policy**

The Parks and Recreation Commission recognize that individuals and groups may desire to recognize a friend, family member, volunteer, or employee after years of service to the community. Request for recognition will be recommended for approval by the Town Council if the Parks and Recreation Commission recognizes a benefit to the specific park/location under its authority.

### **II. Responsibilities**

The Commission will recommend to the Town Council the naming of playscapes, rooms, structures, fields, parks, or other memorial items. It will also recommend benches, picnic tables or trees with memorial plaques/name plates. The design and location of such memorials must be approved by the Parks and Recreation Commission prior to recommendation to Town Council.

All costs and the collection of money will be assumed by the individuals or groups that request the memorial.

### **III. Guidelines**

The naming of structures, parks, fields, etc., will be for individuals who, in the discretion of the Commission, have had an impact on parks, recreation, or athletics in Berlin. The priority in the approval process will be to recognize an individual, family or organization that:

- a. Has made a significant land and/or monetary contribution (51% or more of the cost of same) to the particular park or recreational facility and the name has been stipulated as a condition of the donation; or
- b. Has made a contribution to the park representing 51% or more of the land or facility development costs and the name has been stipulated as a condition of the donation; or
- c. Has established a maintenance endowment of 51% or more of the projected maintenance cost for 20 years, and the name has been stipulated as a condition of the donation; or
- d. Has performed extraordinary or outstanding public service for the good of the community, particularly regarding parks, trails and /or open space; or
- e. Was an outstanding community leader who made significant civic contributions to the Town and/or gave highly productive support to the Parks & Recreation Department; and
- f. It is generally not preferred that parks be named after living individuals. This may be allowed at the discretion of the Parks and Recreation Commission and the Town Council when a combination of other criteria or circumstances exist for the individual to be honored; and
- g. Has no significant conflicts with the goals and priorities in the Parks, Recreation, Open Space and Trails, the Town of Berlin, or other Town Proclamations; and
- h. The individual, family or organization has good moral character and is viewed by the public in a favorable way.

#### **IV. Renaming**

The intent of naming is for permanent recognition. The renaming of parks and facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most crucial examination so as not to diminish the original justification for the name. Name changes will be subject to the procedures set forth in this policy.

#### **V. Procedure**

1. Town residents, community leaders and organizations interested in proposing a name for a park, recreational area or facility must submit written recommendations, petitions, etc., for presentation to the Director of Community, Recreation and Parks Services, for consideration by the Parks and Recreation Commission. Recommendations need to describe in detail why the candidate merits such recognition.
2. The Parks and Recreation Commission will set a waiting period of 90 days after presentation of a request to the Commission and those meeting minutes are posted on the Town website, to allow for public input and comment.
3. The Parks and Recreation Commission may perform a background check on the individual, family, or organization to verify the suitability of the individual, family, or organization.
4. A written response will be sent, by the Director of Community, Recreation and Park Services, after the Commission's decision.
5. The Parks and Recreation Commission will make a recommendation to the Town Council.