

**Borough of Glassport**  
**Facilities Naming Policy**

**I. Purpose.**

The purpose of this policy is to establish a process by which the Borough Council of the Borough of Glassport can exercise its authority in the naming of Borough-owned facilities.

**II. Definitions.**

**Borough** – the Borough of Glassport.

**Borough Council** – the Borough Council of the Borough of Glassport.

**Facilities** - any park, recreational complex, building, structure or component thereof located on Borough-owned grounds; any internal or external amenity.

**III. Authority.**

- A. The Borough Council recognizes that the official names of its facilities are vital to their public image. Therefore, when selecting names for facilities, the Borough Council shall consider the honor, integrity, dignity, and status that the name will reflect upon the Borough.
- B. The Borough Council may further seek to honor or memorialize outstanding individuals or private corporations who have made substantial contributions to the Borough in a long-lasting, meaningful way by providing opportunities for the naming of facilities and components of facilities. The Borough Council, therefore, authorizes the following guidelines for administering the naming of new or existing facilities, or parts of facilities.

**IV. Guidelines.**

- A. Financial contributions to the Borough shall not impact, restrict, or limit the Borough Council's ability to purchase, sell or trade property, and award contracts in the best interest of the Borough.
- B. The person or entity for whom a gift is named must be a well-respected individual or entity whose name will lend dignity and status to the facility. The Borough Council reserves the right to change the name of any facility if the individual or entity for whom it is named is convicted of a crime or otherwise falls into disrepute to the extent that it brings disgrace upon the Borough.

- C. The Borough Council reserves the right to name all new facilities that are constructed or purchased. The name for any new facility must be approved by the Borough Council by a majority vote.
- D. No dedicatory ceremonies for any facility are to take place until written approval has been received from the Borough Council.
- E. Unless approved by the Borough Council, no Borough funds are to be allocated for the purchase of memorial plaques or similar recognitions. Installation of any kind of memorabilia must be accomplished either by or under the direction of the Borough Council.
- F. In all cases of naming a facility or component thereof, a plaque may be located in the facility giving the full name and a brief biography of the person or private corporation. The location of the donor's name shall be approved by the Borough Council with an intention to locate it within the interior of the named facility or in close proximity to the named component.

**V. Naming of Facilities After Benefactors.**

- A. Nonprofit organizations may discuss naming opportunities with prospective benefactors. However, no commitments or promises shall be made to name a facility, nor shall any formal or informal agreements be made with prospective benefactors with regard to naming rights or specific dollar amounts needed for a naming opportunity until the Borough Council issues written preapproval regarding a specific facility, naming rights, or a required dollar amount. After written preapproval is received, the Facilities Naming Committee may recommend a name for consideration by the Borough Council.
- B. The Borough Council may establish a Facilities Naming Committee which shall consist of three (3) members of the Borough Council and a delegate from a nonprofit organization(s) which, at the Borough Council's request, will review naming proposals and submit recommendations to the Borough Council.
- C. As a general guideline, the naming of a new facility or component thereof, or substantial renovation to a facility, shall require a gift commitment of a minimum of ten percent (10%) of the estimated value of the facility, component, or renovation. Components of facilities named will require the benefactor to contribute a predominate portion of the estimated value of the component. All estimated values shall be determined, confirmed, and preapproved by the Borough.
- D. The naming of existing facilities or components thereof may be considered when a sizable donation is made to the Borough. Donations at a minimum of ten percent (10%) of the estimated value of the existing facility or component, as determined in the sole discretion of the Borough Council, shall be required for the naming of existing facilities or components thereof. Factors such as the degree of visibility and size of the facility or component thereof shall be considerations in making the above determination.

- E. Irrevocable trusts made through deferred giving instruments may also be considered for naming existing or new facilities.
- F. Private corporations approved for naming rights for any facility shall be in effect for a maximum period of ten (10) years unless the corporation is liquidated within the ten-year period in which event the corporation will forfeit its naming rights. If subsequent donors are not eligible for consideration after the ten (10) year period, the corporation may maintain naming rights for five (5) additional years at a cost of ten percent (10%) of the original donation per year.

#### **VI. Naming of Facilities After Individuals.**

- A. Facilities will not be named for persons who are employed by the Borough, are active in its operations, or who hold public office.
- B. Special requests to name facilities in honor of persons who have made a significant contribution to the community shall be considered by the Borough Council. Special requests shall not be considered until the person is five (5) years removed from active involvement with the Borough.
- C. Consideration for nominations must be limited to candidates of exemplary moral character, who have made outstanding contributions, who have historical significance, who have performed service to the community or humanity, or who have displayed outstanding leadership. The Borough Council reserves the right to change the name of any facility if the individual or entity for whom it is named is convicted of a crime or otherwise falls into disrepute to the extent that it brings disgrace upon the Borough without reimbursement.
- D. Existing facilities named for persons of honor in the Borough shall remain perpetual, unless changed in accordance with these guidelines.