

**CITY OF PETALUMA
PARKS AND RECREATION DEPARTMENT**

FACILITIES NAMING POLICY AND PROCEDURE

The City of Petaluma wishes to adopt a uniform policy regarding the naming of existing and future facilities. The following policy is designed to provide guidance to the City with the subject matter contained herein.

I. POLICY

The City Council shall exercise final authority in naming all public facilities within its jurisdiction.

Objectives

- a.** To name public facilities so that they will be easily identified as to geographical location and/or function.

- b.** To encourage the dedication of land or funds for public use by individuals/groups, in recognition of their achievements or community contribution.

Newly acquired and/or developed park or recreation facilities be named immediately after acquisition or development in order to be identified from the onset.

A public facility may be named for a person when the site or facility has been donated by an individual, or a substantial donation has been made by an individual or organization to acquire or develop a park site or other public facility.

When appropriate, a public facility can be named in honor of a person when such person has made major contributions to the community.

That historical names be considered, when the name is conducive to the site.

When a park site and/or recreation facility is carrying out a particular theme, that the theme may be considered for the park and/or recreation facility name.

II. CRITERIA FOR NAMING PUBLIC FACILITIES

A. Service Recognition

1. Recognition of individuals, groups and organizations for important service contributions which have:
 - a. Had a recognized direct positive effect on the community.
 - b. Contribution by a profit making organization shall have been outside the normal function of the organization.

B. Monetary, Capital or Material Contribution

1. A person, group, or organization may stipulate the naming of park or other public facility under the following conditions:
 - a. Contribution exceeds fifty percent (50%) of the capital cost of the park or other public facility.
 - b. The honoree has a record of outstanding citizenship.
 - c. The request for specific name is made at the time of donation.
2. When certain stipulations are connected with the naming of a facility, these stipulations should be part of an agreement or deed. Stipulations and agreements of this nature must be approved by the City Council, after review and recommendation of the City Attorney.
3. Recommendations for a name may be submitted in writing by groups or individuals. Recommendations may also come directly from City boards or commissions. All recommendations or suggestions will be given the same consideration without regard to the nomination source, as long as the established criteria of this policy is observed.

III. PROCEDURE FOR NAMING PARKS OR RECREATION FACILITIES

The City shall direct the Recreation, Music and Parks Commission to review and make recommendations on the naming of a City park or recreation facility. The Recreation, Music and Parks Commission shall use the established criteria in assisting in their analysis of recommending a name for the site of facility under consideration. The Commission's recommendation will be forwarded to the City Council for final approval.

IV. DONATIONS

The City Council and the Recreation, Music and Parks Commission encourages individuals, groups, or organizations to have the ability to donate funds for the purchase of an item within a park or recreation facility in memory of, in honor of, or in name of, an individual, group or organization. Types of items might include trees, park furniture, play equipment, facility rooms, etc.

Items purchased as specified above will be identified by a plaque or marker separately from other items in the park or recreation facility. The use of any plaque or marker will be regulated, styled, and handled in a tasteful manner by the Department of Parks and Recreation.