
Benefactor Naming of University Facilities Policy

University Policy: The Facilities Naming Committee, appointed by the President of the University, advises the President prior to the President's making recommendations to the Board of Trustees regarding the naming of facilities. The University's *Facilities Naming Policy* provides policies and procedures for the naming of University facilities. One option as stated in that policy is benefactor dedication—recognition of a donor for significant gifts to the University.

Definition of Terms: The terms "facility" and "facilities" refer to any university building, structure, room, plaza, open space, landscaped area, or other physical improvements or natural features of the University campus or other property under the administrative control of the University.

Funding: Only cash gifts or irrevocable deferred gifts qualify for the naming of facilities through benefactor dedications. Gifts committed through pledges or revocable deferred arrangements can qualify for naming, but will not be activated until at least 51% of the commitment has been received by the Foundation. University approval cannot be granted in gift naming opportunities until the donor's name or the name of the person being memorialized is presented in writing. At no time should promises or commitments be made to a donor or honoree in advance of final approval by the Board of Trustees. Considering the sensitivity of the matters under consideration and their potential for creating misunderstanding, all stage of the proposal, review, and recommendation process are required to be conducted in confidence.

Buildings: Donors, where practical, who provide at least 51% of the private support portion of construction or renovations costs, but not less than \$1 M, may have their names submitted for consideration of naming the building. Donors who provide a minimum of \$1,000,000 in private gift support to a college, department, or unit (and have not had this support recognized through another naming opportunity) may have their names submitted for consideration of naming a building.

Other facilities: For the construction of new facilities or renovation of existing facilities, a Naming Opportunities List may be developed that covers a broad range of features within that facility and the minimum gift amount for each feature. Gift minimums must fund a substantial portion of construction or renovation costs of that feature. Existing facilities may also be named for donors based upon a Naming Opportunities List developed by the unit administrator in conjunction with the Development Office. Naming Opportunities Lists must be approved by the Executive Director of the Foundation and the University President and be appended to this document. Donors of appropriate amounts may have their names submitted for consideration of naming a facility.

Procedure: The Executive Director of the Foundation shall submit to the President a proposal to recommend the assignment of or change in a facility name within the context of substantial financial contribution to the University by a donor as outlined in the University's *Facilities Naming Policy*. The President will refer the proposal to the Facilities Naming Committee. Vice presidents and deans, directors, or others who have administrative oversight of the facility should be informed of such recommendations along with the required justification and explanatory materials, before they are submitted to the University President.

Forfeiture of Naming: Forfeiture of a facility name may occur when the Foundation's or the University's relationship with the donor or honoree is no longer positive, the donor does not fulfill the financial commitment to the facility, or the donor's/honoree's personal or business circumstances are such that affiliation with Illinois State is deemed inappropriate.

In the event that a facility name is no longer appropriate for Illinois State University, the same procedures that installed the name should be followed to remove the name, i.e., the request will be reviewed by the Facilities Naming Committee who will make a recommendation to the President. The Illinois State University Foundation Board of Directors may submit such a request through the Executive Director of the Foundation.

Exceptions: The University President may approve exceptions to this policy on a case-by-case basis.

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Reviewees: Development Advisory Committee
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