

## DEDICATION OF BUILDINGS AND FACILITIES

The School Committee has sole authority over the naming or re-naming of buildings, interior facilities and grounds of the Belmont Public Schools. Dedication of a school facility is an honor bestowed on an individual whose work or service has contributed significantly to the Belmont Public Schools or to the Belmont community and who is not a school or town employee at the time of the dedication. The School Committee may consult community groups when appropriate, on the naming of a school facility.

The School Committee shall develop procedures to implement this policy.

Dedication of Buildings and Facilities – Procedure

7003P

In the naming of school building, portions of school buildings, facilities or grounds the School Committee shall be governed by the following procedures:

1. Persons wishing to suggest that a building, portion of a building or grounds be named in honor of a particular person shall submit a request, in writing, to the School Committee for consideration on the regular School Committee meeting agenda.
2. The person whose name is suggested should be one whose work or service has contributed significantly to the Belmont Public Schools or the Belmont community and who is not a school or town employee at the time of the dedication.
3. At the time of the request, sufficient background information and rationale for the naming shall be submitted including the reasons the facility should be named after the proposed individual, a biography of the individual to be honored, a letter of permission from the family, if appropriate, and other relevant information.
4. The School Committee shall allow sufficient time for study, deliberation and debate of the potential dedication to ensure that it conforms to the stated policy.
5. The School Committee has the option of inviting public comment prior to its final decision.
6. The decision of the School Committee shall be by majority vote in open meeting, and shall be final.