

## Dedication of Buildings and Facilities and Grounds

The School Committee has sole authority over the naming or re-naming of buildings, interior facilities and grounds of the Belmont Public Schools. The SC recognizes that the names of school facilities must be undertaken with care and scrutiny.

This policy is intended to ensure that names and/or other wording associated with school facilities will promote and/or be consistent with the goals of the Belmont Public Schools and is based upon the belief that it is important the students and the public know of the many contributions of civic, business, and other leaders in Belmont and beyond, and that this knowledge will further educational goals within the school system.

The naming process should be inclusive of students, families, community, and staff. When naming a school facility, preference is to be given to those persons or organizations who, and events which, had a substantial impact upon the education of Belmont's students or persons or events that reflect the increasing diversity of Belmont's student population. This guidance shall not preclude consideration of names of persons of local, state, and national or international significance. Names of persons employed by the school or town at the time of the dedication shall not be considered.

The School Committee reserves the right to remove a name at any time if it is in the best interest of the district or donor to do so, or to protect the reputation of the district and/or the donor.

In order for a building, interior facility, or school grounds to be named, the following procedure shall be followed:

1. Prior to naming or renaming of a building, interior facility, or school grounds a public announcement of the intent and the dates upon which a) the School Committee will hold a public discussion of the written requests and b) the final vote will be taken shall be publicly announced by the Chair at a regularly scheduled meeting.
2. Submission of a name for a school building, interior facility, or grounds may be made by any member of the school community or Belmont residents or the Superintendent and must be made in writing to the Chairperson of the School Committee. Requests must be received prior to the date upon which the SC will hold a public discussion of the requests. Requests received after that date, shall not be considered.
3. The written request should specify the intent of the requestor and the reasons why this particular name would fit with the facility. It should offer appropriate background information on the person or organization in the request.
4. For any naming request accompanied by a financial contribution, a gift agreement between the donor and the SC must be approved at the same time as the name is voted. The standard agreement must specify the specific building, interior facility, or grounds to be named,

the duration of the naming period, as well as payment terms. These agreements will be considered for the public record and kept on file by the SD for access by the public.

5. The SC will introduce, discuss, and vote according to the following practice, permitting room on the agenda:

a. Upon receipt, the written request(s) will be sent to all SC Members, announced at the next SC meeting, and made available to the public for review.

b. The request(s) will then be presented as an agenda item at the following full SC meeting.

c. At the following meeting, the request(s) will be presented as an agenda item and voted upon.

d. The timeline may be extended if there is not sufficient time on the agenda for adequate discussion.

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