

Policy Name: Naming Parks and Park Facilities
Section: 3000 Operational: 3100 Administrative
Policy Number: 0000

Purpose: To establish guidelines for naming parks and park facilities.

Reference: None applicable

Policy:

The Park District acquires, develops, and maintains various park facilities throughout Bainbridge Island that may be identified with specific names or titles. It is recognized that the community through its organizations, interest groups and citizens should have direct involvement in the naming of such facilities, and that working with both the community and staff is essential in selecting names for parks and park facilities.

The selection of a name for a park, property, individual facility, or memorial will be based on the following guidelines and criteria:

1. The name will be known and be significant to the people of Bainbridge Island.
2. The name will not be in conflict with the names of other parks in the District or surrounding communities.
3. The name may be of community, regional, state, or national significance.
4. The name may relate to a person or persons who have historical significance, a special relationship to the local community, or who have made a unique social contribution.
5. The name may be a special place or name of historical, geographic, cultural, or community significance.
6. The use of names of living persons is not preferred.

The Executive Director is authorized to develop procedures that allow for community and staff input to the selection process, and are outlined below:

- One a case by case basis, when deemed appropriate by the Board, the Board or Executive Director will select a committee of community members and staff whose purpose will be to submit to the Park Board a list of three to five names for a District park, building, property, or memorial. The list will briefly state a rationale for each name. Each name should be deemed suitable for Board approval.
- The Executive Director will appoint a chairperson from the committee to facilitate the procedures of the committee.
- It is the responsibility of the committee to hold at least one public hearing at which any citizen or staff member may recommend orally and/or in writing a name for consideration. The committee is also responsible for publicly advertising a method by which citizens or staff may submit names for consideration in writing. All nominations or suggestions for a name will be directed to the committee.
- Upon conclusion of the public solicitation of names, the committee shall deliberate to narrow the field from the total number of suggestions to a final list of three to five suitable names. The committee shall eliminate from consideration any name not meeting the criteria established above. At the conclusion of its deliberation, the committee shall submit to the Board a report of its work, including the three to five names and a rationale for each name. The name will be selected from this list by a vote of the Board.