



Washoe County Regional Parks and Open Space Department

Policies and Procedures

Title/Topic: PARK AND FACILITY NAMING	Number:
Author: Al Rogers, Assistant Director	Effective Date:
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Department Approval:	Attachments: Park/Facility Name Application

I PURPOSE

The purpose of this policy is to establish a formal policy and process for naming parklands and facilities under the jurisdiction of the Department of Regional Parks and Open Space.

II POLICY

It is the policy of Washoe County to adhere to the strictest level of professionalism in park and facility naming through a generally accepted set of objectives, qualifying names and procedures outlined in this document.

A. Objectives

- a. Provide name identification for individual parks.
- b. Provide name identification wherever appropriate for buildings, structures, facilities, and specified areas.
- c. Provide for citizen input in the process of naming parks and facilities as listed above.
- d. Insure control for the naming of parks and facilities by the Board of County Commissioners through recommendations of the Open Space and Regional Parks Commission and the Regional Parks and Open Space Director.

B. Qualifying Names

It is the intent of the Director and the Open Space and Regional Park Commission to recommend names for the identification of parks and facilities to the Board of County Commissioners. These names should provide some form of individual identity related to:

- a. The geographic location of the facility.

- b. An outstanding feature of the facility.
- c. The adjoining subdivision(s).
- d. Commonly recognized historical event, group or individual.
- e. An individual or group who contributed significantly to the acquisition or development of the individual facility or provided a service in the interest of the park system as a whole. It is strongly encouraged that the recommended name to be considered be received posthumously. However, the Open Space and Regional Park Commission and the Director have the discretion to consider a name of a living person under compelling circumstances.

III PROCEDURES

A. Naming Process

- a. A list of names shall be kept on file in the office of the Regional Parks and Open Space Department.
- b. A "Park Name Application" and a Park & Facility Naming Policy shall be obtained from the Washoe County Regional Parks and Open Space Department.
- c. The Park Name Application or equivalent information shall be completed and submitted to the Open Space and Regional Park Commission secretary ten (10) days prior to a Commission agenda for consideration.
- d. The Director will also notify, in writing, the Community Advisory Board (CAB) and/or Neighborhood Advisory Board (NAB) that represents the area of the proposed park, facility, etc. Citizen comments and recommendations must be in writing to the Director and be postmarked within the thirty (30) day public notice period.
- e. For an individual (excluding historically significant individuals) to be considered, that person must have significantly contributed to the acquisition or development of the park or facility or to the overall park system. It is strongly encouraged that the recommended name be received post humously, although the Director and Open Space and Regional Park Commission have the discretion to consider the name of an individual, and must be accompanied by a biographical sketch which shall provide evidence of contributions to the park, facility or park system overall.
- f. At the end of the thirty (30) day public notice period, the Director shall submit the proposed names as well as a summary of the comments and recommendations received to the Open Space and Regional Park Commission for its review.
- g. The Open Space and Regional Park Commission shall review the list on file in the office of the Director for consideration at a regularly scheduled or special meeting of the Commission.

- h. The Open Space and Regional Park Commission shall forward its recommendation, along with all other names submitted, and justification for such recommendation to the County Manager and Board of County Commissioners for confirmation.
- i. Upon concurrence from the Open Space and Regional Park Commission and the Board of County Commissioners, the recommended name shall be forwarded to the Regional Parks and Open Space Department for placement on park and/or facility signage and collateral materials.

B. Renaming Process

- a. The renaming of parks and facilities is strongly discouraged. Parks named by deed restriction cannot be considered for renaming.
- b. In order for a park or facility to be considered for renaming the following must occur:
 - i. The recommended name must qualify according to Section II/B of this policy and;
 - ii. Accompanied by a petition from the particular park or facility users, or recommended by staff, Park Commission or Board of County Commissioners and;
 - iii. That the sponsoring party enter into a written agreement with the Department of Regional Parks and Open Space Director to incur all costs associated with the renaming including signage, brochures, publications and administrative fees.
- c. The Director will also notify, in writing, the Community Advisory Board and/or the Neighborhood Advisory Board, which represents the area of the proposed, rename for the park or facility. Citizen comments and recommendations must be in writing to the Director and be postmarked within the thirty (30) day public notice period.
- d. At the end of the thirty (30) day public notice period, the Director shall submit the proposed names as well as a summary of the comments and recommendations received to the Open Space and Regional Park Commission for its review.
- e. If approved by the Open Space and Regional Park Commission, the final recommendation shall be submitted to the Board of County Commission for its review and approval.

C. Other Naming Alternatives

- a. Parks that are donated to the County can be named by deed restriction by the donor. The naming and acceptance of land is subject to approval by the Open Space and Regional Park Commission and Board of County Commission.
- b. Facilities and amenities within parks, i.e., playgrounds, picnic shelters, etc. can be considered as an alternative to the park/facility naming process, subject to review and approval by the Regional Parks and Open Space Director or his/her designee.

VI ATTACHMENTS

Park/Facility Name Application



Washoe County Regional Parks and Open Space Department

Park/Facility Name Application

Date: _____

Sponsoring Individual/Group: _____

Address: _____

City/State: _____

Telephone (H): _____

(B): _____

Park/Facility Location (and/or area or amenity within park):

Suggested Park, Facility or Amenity Name:

Supportive Information for Suggested Name:

Name Classification (Geographical, Donor, Names of People):

Agenda Date for Open Space and Regional Park Commission:
