

### **7250 – School and Facility Names**

Buildings, rooms, and structures, both on school grounds and within school buildings, shall be named only by formal action of the Board of Education. A school building, room, or structure may be named after any person or entity at the exclusive discretion of the Board, including memorializing the outstanding service of a school district employee or officer or a student. An honoree may not be a school district employee or officer at the time of designation, and shall have left the position at least two years before the effective date of such memorialization or have been deceased at least one year prior to the effective date of such memorialization. If the honoree is a student, the naming honor shall not be considered unless fifteen years have passed from the date such student's class graduated or, if the student is deceased, at least one year has passed prior to the effective date of such memorialization. This Policy shall not apply to (i) non-permanent school property, including bricks, separate walls, walks, trees, memorials, or installed property which depicts or identifies the name of any person or organization recognized for contribution or recognition, no matter the form, as previously approved by resolution of the Board; and (ii) trophies, plaques, tournaments, or awards depicting or identifying the name of any person or organization existing at the time of the latest approval of this Policy by a sitting Board.

The Board also recognizes that from time to time, non-school sponsored individuals and organizations may contribute significant financial and/or material donations to the Millburn Township Public Schools. Memorialization of gifts bestowed upon the district through Policy 6162, Corporate Sponsorships, shall be governed by the corporate sponsorship agreement accepted by majority vote of the Board in open public session, and shall only be terminated in accordance with said agreement, or for cause. The Board welcomes the suggestions of members of the community in the naming of school buildings and facilities and may appoint a committee of interested persons to conduct appropriate studies and make recommendations for Board consideration.

Date Created: January 1999  
Adopted: 8 November 2010

