

# MONTANA BOARD OF REGENTS OF HIGHER EDUCATION

## Policy and Procedures Manual

SUBJECT: PHYSICAL PLANT

Policy 1004.1 – Naming of Buildings

*Effective: September 28, 2006; Issued: October 20, 2006*

---

### I. Board Policy

A. Buildings, significant exterior spaces and other property of the campuses of the Montana University System may be named after or dedicated in honor of a person or entity in recognition of significant contributions to the social, academic, scholarly, research, or student life of the campus or in recognition of substantial charitable gifts to the campus.

B. Buildings and other property of the Montana University System may not be named or dedicated in honor of a person currently employed by the Montana University System or the State of Montana.

Persons retired from service and working on post-retirement contracts for the MUS may be considered eligible for a naming honor at the discretion of the Board of Regents.

C. Buildings and significant exterior spaces may be named after or dedicated in honor of a person or entity only upon approval of the Board of Regents. Buildings and other property of the Montana University System may be named for an academic field or designated by a functional description without the approval of the Board of Regents.

D. Names assigned to campus property are intended to be enduring. Changes should be made only when significant changes occur to the property (such as major renovation or demolition), upon agreement of the honoree, or as a result of other, extenuating circumstances.

E. The presidents, chancellors and deans/CEOs are hereby delegated the authority to approve the naming of property, other than buildings and significant exterior spaces, in compliance with the campus naming policy.

### II. Procedures

Each campus in the university system shall adopt a policy for naming property, which shall, at a minimum, include the following:

A. The requirement that the contribution of the person or entity for which property is named must be commensurate with the honor and compatible with the mission of the campus.

B. A description of the types of property eligible for naming and the procedures for approval for naming opportunities and commitments.

C. Safeguards against unauthorized naming commitments.

D. The criteria and procedure for changing the name of campus property.

E. The requirements and limitations for signage to signify the named facility, if any.

Each campus shall notify the president and the commissioner of higher education when the policy for the campus has been adopted and shall provide the web address for the policy.

### III. Definitions:

A. For purposes of this policy, the term “buildings” shall include all buildings, athletic facilities and significant interior spaces, such as theaters and auditoriums that seat more than 250 people, owned by the State of Montana and under the control of the Montana University System.

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: PHYSICAL PLANT

Policy 1004.1 – Naming of Buildings

***Effective: September 28, 2006; Issued: October 20, 2006***

---

B. For purposes of this policy, the term “significant exterior spaces” shall include parking lots, assembly areas, malls, and streets owned by the State of Montana under the control of the Montana University System.

History:

Item 204-007, November 27, 1967, as superseded by Item 2-014-R1073, October 19, 1973, and revised March 23, 1976 and November 18, 1999 (Item [104-103-R0999](#)), May 24, 2002 (Item [115-107-R0502](#)), and September 28, 2006 (Item [132-104-R0906](#))