

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**  
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SUBJECT: PHYSICAL PLANT

Policy 1004.1 – Naming of Buildings

***Adopted: November 27, 1967; Revised: September 22, 2011; revised March \_\_\_\_\_, 2017.***

**DRAFT**

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**I. Board Policy**

A. Property and programs, including buildings, colleges, schools, centers, and significant interior and exterior spaces 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. Property and programs may not be named or dedicated in honor of a person currently employed by the Montana University System or the State of Montana, including but not limited to: statewide elected or appointed officials; and candidates for elected statewide office who have announced or filed for office. Such individuals must wait a period of at least five years from the end of the individual's MUS employment, or five years after the individual leaves public office to be considered for recognition by a naming of a building, college, school, center, or significant exterior space of a campus. The Board may consider exceptions to the five-year waiting period under the following circumstances:

1. The individual is no longer living;
2. A gift from another unrelated person or entity requests the naming; or
3. Exigent circumstances.

C. Property and programs of the campuses may be named after or dedicated in honor of a person or entity only upon approval of the Board of Regents for a set period of time. Naming in perpetuity may only be considered for gifts of extraordinary value for as long as a property or program exists or continues with the same specific educational subject. Property and programs 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. Once a property or program is named or dedicated in honor of a specific person or entity pursuant to this policy, that name may be changed under the following circumstances:

1. The expiration of the set naming period;
2. Upon violation or expiration of the terms of the naming agreement;
3. Any subsequent action by an individual donor or entity that casts disgrace on that individual or entity such as conviction of a felony, bankruptcy or any other action that undermines the mission and policies of the campus. Such action may result in the Board of Regents removing the name from the campus property or program. No funds shall be returned to the donor;
4. Upon significant changes to the property or program such as major renovation, replacement, or demolition; or
5. other extenuating circumstances at the sole discretion of the Board of Regents.

E. A naming of property or program based on a substantial charitable gift to the campus must reflect the economic value of the gift. With respect to existing property or programs, the gift must be commensurate to the size, nature, and extent of the named property or program. With respect to the naming of newly constructed property or new programs, the gift must provide a significant amount of the

total value of the planning and construction costs, and future costs and obligations associated with the property or program must be considered. In both existing and new properties and programs, future costs and obligations associated with the property must be considered in determining whether the gift is commensurate with the naming of the property.

F. Property and programs may be considered for naming by the Board of Regents pursuant to this policy upon 14 days' notice to the public and an opportunity for members of the public to be heard on the campus where the named property is located. If the Board of Regents meets in the location of the named property, the regularly scheduled Board meeting fulfills this requirement as long as 14 days' notice of the naming item is provided to the public using the usual method of publication. If the Board of Regents does not meet at the campus where the property is located when the decision regarding the naming is on the agenda, a separate public session will be conducted by the Board or its delegates in the community to collect public comment concerning the naming. No deliberations will be conducted at the separate public session, and a summary of all public comment collected at such session, written and oral, will be provided to the Board of Regents.

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

## **II. Procedures**

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

1. A requirement of notice from its affiliated foundation to the Presidents and Chancellors, who must review the requirements of this policy prior to any foundation documents being signed.

2. A standard for ensuring that the proposed contribution of the person or entity for which property is named must promote, honor and strengthen the purpose and mission of the campus.

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

4. A requirement that any gift agreement must clearly define the set term of the gift. Any agreement for a naming which exceeds twenty years, including "in perpetuity" namings, must contain a notice that the name may be terminated prior to expiration of the term under the conditions set forth in this policy.

5. A description of safeguards preventing unauthorized naming commitments.

6. A method for conducting a thorough economic analysis of the gift, its benefit to the campus, and the long term costs associated with the named property.

7. A requirement for a public meeting with 14 days' notice in the community where the campus property is located.

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

9. The process for considering a gift by an individual or entity must comply with all campus and Board of Regents' policies or its acceptance is null and void.

10. A copy of this policy must be attached and incorporated by reference into any gift agreement.

B. Each campus shall notify the president and the commissioner of higher education of the existence of the policy and any amendments to the policy, and shall provide the web address for the policy.

### III. Definitions:

A. For purposes of this policy, the terms “property and programs” shall include all buildings, colleges, schools, centers, athletic facilities, athletic fields and interior spaces, such as theaters, auditoriums, libraries, and special programs and campus areas which are significant to the campus and have special status beyond the campus for some reason. All other campus areas, including but not limited to classrooms and conference rooms, are generally not considered significant spaces for purposes of this policy, and campuses may name such spaces in accordance with campus policy.

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.

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History: ITEM 204-007, November 27, 1967, as superseded by ITEM 2-014-R1073, October 19, 1973; revised March 23, 1976 and November 18, 1999 (ITEM 104-103-R0999); May 24, 2002 (ITEM 115-107-R0502 ); September 28, 2006 (ITEM 132-104-R0906); ITEM 147-102-R0510, approved May 28, 2010, revised § I-B. ITEM 152-129-R0911, revised September 22, 2011; revised March \_\_\_\_\_, 2017.