

Effective: June 28, 1991

**Administrative Policy
NAMING OF UNIVERSITY OWNED FACILITIES**

Approved: June 28, 1991, MU Council of Trustees

Revised: June 17, 2015, MU Council of Trustees

The Council of Trustees is the sole authorizing body for the naming, renaming, and retiring of names for all university owned property (current or deferred). This policy applies to all University owned or operated property, colleges, schools and centers, and includes but is not limited to the naming of future and existing buildings, and renovations of buildings, portions of buildings, rooms, areas, fixed furniture, trees, open spaces, fields, streets, and equipment collectively referred to hereafter as property. Nothing contained in this policy precludes the Council of Trustees pursuant to its own initiative in consultation with the University Administration from the naming, renaming, or retiring the names of all property.

Guidelines

1. Naming actions shall not detract from the institution's values, dignity, integrity, or reputation, nor shall any such actions confer special privileges, create a conflict of interest or the appearance of a conflict of interest. Each naming opportunity should be reviewed carefully for compliance with applicable law, including laws related to prohibited gifts and ethical principles, especially where there is some direct or indirect business or other continuing relationship between the donor and Millersville University, its officers or employees. Questions concerning applicable law should be referred to the Office of Legal Counsel.
2. In the event of changed circumstances, the University reserves the right of the Council of Trustees to revise the form of or withdraw recognition.
3. In cases where a corporation or organization name is used, the number of years during which the building or outdoor area or space will be named may be limited, normally to a period not to exceed 25 years. The proposed number of years for naming the project will be identified when it is presented to the Council of Trustees for approval. The gift agreement will specify the number of years during which the building or space or other property will be named and it will include the clause that any name changes during that period will be at the University's sole discretion, subject to recommendation by the President and approval by the Council of Trustees.
4. The following guidelines are to be used for determining the appropriateness of commemorating an individual or recognizing a corporate entity or foundation.
 - a. The individual has demonstrated outstanding service and/or generosity

- to the University.
- b. The individual, foundation, association or corporate entity has made a generous contribution toward financing the renovation or construction of property.
 - c. The individual has served with distinction as a faculty member, staff member, administrator, student, president, or trustee.
 - d. The individual has contributed substantially to the development and destiny of the University.
 - e. The individual's life and actions epitomize the ideals the University community reveres.
5. Individuals, foundations, associations or corporate entities may submit initial proposals for the naming, renaming, or retiring of names of property, colleges, schools and centers to the President or president's designee.
 6. Recommendations from the President or president's designee for the naming, renaming, or retiring of names of property, colleges, schools and centers shall be submitted to the Council of Trustees for approval.
 7. All combinations of gifts, pledges, and irrevocable deferred gift arrangements are acceptable forms of philanthropy to support naming commitments. With respect to deferred gifts, while the naming commitment may be immediate, the required amount may be set higher because of the delay in the campus foundation receiving the gift.
 8. The University Advancement division will be responsible for maintaining a record of named facilities, property, colleges, schools, centers, programs, rooms, grounds and other spaces.