



## **HACC Foundation Naming Policy**

This policy addresses the naming rights for College buildings and grounds, endowed programs and chairs, when gifts are made to the HACC Foundation or to honor an individual's or organization's contribution to the College. Any capital improvements may be named at the discretion of the Foundation Board and the College Board. Decisions must be consistent with HACC's mission and strategic plan.

Buildings, classrooms and prominent common areas may be named in honor of individuals or organizations that positively impacted HACC and or the community. When assigning a name to a building, classroom or common area, the merits should be carefully considered to ensure that the individual or organization meets with the highest values and societal standards. The Foundation is responsible for maintaining a record of funds, named buildings, classrooms and prominent common areas. Naming rights for awards and endowed scholarship funds are covered separately under HACC Foundation guidelines.

The Foundation Board and College Board of Trustees reserve the right to:

- Require that a confidential background check be performed on the donor or honoree
- Develop and determine the content and frequency of all public announcements associated with the donation
- Approve the color, design and size of all physical markers that recognize the honoree or donor, ensuring their consistency with other campus signage
- Determine the maintenance required for all named facilities and/or recognition markers
- Require that named facilities include their primary function within the name.

The College will maintain the name of the specified individuals or organizations unless:

- The building is significantly renovated or demolished
- The donor commits an act that has the potential of bringing dishonor to the College or community
- The organization is no longer in existence or has a new name as a result of merger or acquisition
- The primary function of the named building or facility has changed
- There are other extenuating circumstances involved

An agreement form accompanies this policy.

If the name is not maintained for one or more of these reasons, the donor(s) will be informed of the change(s) in a letter signed by the College president, the College Board chair and/or the Foundation Board chair.

The College Board of Trustees reserves the right to change the primary function of a named building or facility as needed to meet the needs of the College.