



Revised: 03/24/2025

Adopted: 04/13/17

808 NAMINGS

I. PURPOSE

The purpose of this policy is to provide guidance when bestowing names on significant district assets including namings, namings associated with gifts or sponsorships, and other namings of schools, buildings, or other structures.

II. GENERAL INFORMATION

A. Guiding Principles

1. Naming for an individual or organization is an honor that forges a close link between the individual or organization and Mahtomedi Public Schools. Therefore, it is essential that the integrity, history, behavior, and reputation of the named individual or organization be consistent with the mission and values of Mahtomedi Public Schools.
2. Namings that are part of sponsorship agreements shall be consistent with the mission and values of Mahtomedi Public Schools and conform to the highest standards for business and financial integrity.
3. Mahtomedi Public Schools shall ensure coordination between fund raising and academic units in order to maintain alignment and development priorities that comply with Mahtomedi policies and procedures
4. Generally, significant school district assets may not be named in honor of a current or former member of the School Board, administration, faculty, or staff except as approved in Section III.
5. Generally, the School Board will not rename a building or facility that has been named through a Board approved community process.

B. Definitions

1. Significant school district assets. These are tangible or intangible resources of the district that are of significant prominence or visibility. Assets include, but are not limited to the following: buildings, significant portions of buildings, programs, centers, grounds, physical structures, and areas.
2. Donor. A person or entity transferring money or other property to the school district, or a recognized foundation in conjunction with a naming.
3. Gift. This is the transfer of, or promise to transfer, money or other property to the school district without reciprocal benefit to the donor.
4. Sponsor. A person or entity entering into a sponsorship.
5. Sponsorship. A contract involving the provision of funds or other support with the expectation of public acknowledgement or promotional opportunity.

III. HONORARY NAMINGS

Significant gifts or sponsorships may be named in honor of an individual or entity to recognize service, dedication, or meritorious contributions to the district. The School Board determines what they consider a “significant gift” or “sponsorship.”

- A. Naming of significant assets of Mahtomedi Public Schools may be named in honor of an individual or entity.
 1. The Mahtomedi School Board will designate the superintendent or designee to form a committee to review and make recommendations for naming opportunities.
 2. The Mahtomedi School Board reserves the authority to name, rename, or revoke the honorary naming of these assets.
 3. No commitment regarding namings associated with gifts or sponsorships shall be made to the potential donor or sponsor prior to the review by the School Board.
- B. Gift agreements or contracts involving a naming must be reviewed by School District legal counsel and the School Board prior to approval.

IV. RENAMINGS AND REVOCATION

The School Board reserves the right to rename any named asset of the district. The School Board reserves the right to revoke a naming if for any reason it presents risk or harm to the reputation of the school district, or if the intent of a gift or the terms of sponsorship associated with the naming cannot be fulfilled.