

REQUEST FOR NAMING RIGHTS FORM

Groups or individuals may initiate a request to name a specific area/facility of a school for individual or business sponsors who are contributing substantially in-kind or by way of a cash donation for the benefit of a school or the school district.

The School Board shall retain the final authority to choose the appropriate name for facilities, or any portion thereof, managed by the School Board based upon the recommendation of the naming committee consistent with the values of the community.

Facilities, or any portion thereof, managed by the Lansing School District Board of Education may be named for distinguished persons who have outstanding historical contributions to the school district, state or nation. Geographic or regional names may also be considered for new school buildings. These names should be clearly identifying, widely known, and recognized. All names should reflect the values of the community.

Date of Request:
Requested by:
Requested area to be named:
How would you like the recognition to be physically displayed?
Example: Plaque, banner, sign embedded on floor or wall, etc:
Request in honor of:
Amount of donation (if applicable):
Please explain below why the person should be honored (or attach supporting documents)



TO BE COMPLETED BY DISTRICT PERSONNEL ONLY

Date Request Received by Board Facilities Committee:
Project Design:
Project Cost:
Troject cost.
Request Approved by Board Facilities Committee On:
Signature of Board Facilities Committee Representative:
Approved by School Board On: