

# Three Rivers School District

8550 New Hope Rd • PO Box 160 • Murphy, OR 97533

Policy: FF  
Adopted: 3/20/06

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## NAMING OF DISTRICT FACILITIES

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The Board makes the final decision in naming or renaming all school facilities or portions of facilities. Consideration may be given to geographic location, historic events, or to local, state, national or international citizens who have made a significant contribution to humanity. Such persons may be living or honored posthumously, but may not be staff members of the District at the time the honor is bestowed.

The general procedure for selecting a name for a portion of or an entire facility, or renaming a facility, is as follows:

1. Nominations for names from the community and/or staff shall be on a request form provided by the District and transmitted to the Board. The form shall include a written statement by the nominators giving the reasons for the request.
2. The committee may nominate additional names for consideration when it is appropriate. The committee will publicize the request to name or rename a facility to the District's patrons
3. Upon receipt of a nomination, the Board will appoint an advisory committee, consisting of seven members, to consider such a request. Membership will include members of the general community, and may include teachers, students and administrators. A District Office administrator will serve as the chairperson of the committee.
4. The advisory committee's recommendation will include the reason for the acceptance or rejection of the request. If the committee supports the request, District Office staff will forecast the costs associated with the proposed renaming.
5. The committee will contact all individuals, or, if deceased, their immediate families, for approval (in writing) prior to any name being taken to the Board for final consideration.
6. This committee will then take its recommendation the Board for a final decision.
7. The Board shall then make the final selection of the name from the name(s) submitted by the committee, direct the committee to reconsider their recommendations and submit a revised list, or make a selection of its own choice.

END OF POLICY

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Legal Reference(s):

ORS 332.107

REQUEST FOR NAMING OR RENAMING FACILITIES

Requested by: \_\_\_\_\_  
(Name of individual or group)

Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Facility or Portion of Facility Involved: (Please be specific; i.e. library  
at Hidden Valley High School)

Proposed Name: \_\_\_\_\_

Detailed Reason for Request: (Continue on back of form) \_\_\_\_\_

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ADVISORY COMMITTEE ACTION

Committee Members: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Chairperson: \_\_\_\_\_  
(District Office Administrator)

Meeting Date: \_\_\_\_\_

Date/Method of Publicizing Information to Community: \_\_\_\_\_

Nomination of Additional Names (if applicable): \_\_\_\_\_

Recommendation to Board: \_\_\_\_\_

Reasons for Recommendation: \_\_\_\_\_

Associated Costs: \_\_\_\_\_

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BOARD ACTION

Action Taken: \_\_\_\_\_ Date: \_\_\_\_\_