



## Twentynine Palms Public Cemetery District

**POLICY TITLE:** Naming of District Parks and Facilities

**POLICY NUMBER:** 2215

**Purpose:**

These guidelines are intended to establish rules and procedures for naming district facilities, including parks, recreation facilities, sections of facilities, or rooms within the facilities. This policy also applies to the naming of park benches, picnic tables, and other community property as deemed appropriate.

**Definitions:**

- a) Parks are open space areas used for public recreation, which are owned and managed by the district.
- b) Facilities are buildings or amenities owned and managed by the district to conduct district business.
- c) Specific features are amenities that could be located within a park or as part of a facility. specific features may include, but are not limited to, athletic fields, gymnasiums, meeting rooms, picnic shelters, groves, walkways, trails, ball fields, tennis and basketball courts, aquatic facilities, and playground equipment.
- d) Board is the board of Trustees of the Twentynine Palms Public Cemetery District.

**Naming Process:**

- a) During the planning phase, or prior to the board approving final plans and specifications for any park or facility, an open period of approximately two weeks will be announced giving individuals, staff, and the board an opportunity to suggest names for the new park or facility.
- b) If using a community naming process, a press release notifying the public about the new park or facility will be sent out at least two weeks before final approval. The press release should state that interested individuals can submit an appropriate form to the general manager to suggest a name for the park or facility. Reasons why the name is suggested should be included on the form.
- c) Please note that financial provisions for plaques or other physical commemorative items relating to the park or facility naming, if not donated, should be subject to normal district budgeting and purchasing processes.
- d) The General Manager, staff, or an established selection Task Force should review all the proposed names and should prioritize and recommend names for final selection by the board. The staff and/or selection committee should include an evaluation of the names with their recommendation. The board shall receive all the names submitted along with the evaluation. The board shall consider the evaluation and make a final decision regarding the name of the park or facility pursuant to the policy and procedures below.

Please note that land or gifts with deed restrictions may not follow these guidelines.



## Twentynine Palms Public Cemetery District

### 2215.1

#### Naming

- a) Parks – parks shall be named as follows:
  - 1) To reflect the geographical location.
  - 2) To reflect the historical features of the land on or around the park.
  - 3) To reflect the significant or unusual natural features of the land on or around the park.
  - 4) After a significant individual(s).
  
- b) Facilities – facilities shall be named as follows:
  - 1) To reflect the services provided in the facility.
  - 2) To reflect the geographical location.
  - 3) After a significant individual(s)

### 2215.2

#### Criteria for naming a park or facility after an individual

- a) The individual to which the park or facility will be named after must have made a significant contribution to the park or facility by:
  - 1) Donating land,
  - 2) Making a large financial contribution, or
  - 3) Contributing substantially to improving the quality of life in the district. This could relate to involvement with parks and recreation or other community involvement.
- b) The park or facility may also be named after a person from the community who died in the line of duty serving the local city, state, or United States of America.
- c) Each park or facility may be named after selected individuals in their honor as desired and appropriate.

### 2215.3

#### Criteria for Naming or Creating a Memorial in an Individual's Name

- a) A donor may request that a park, facility, or specific feature in the park or facility be named after, or in memorial for, a specific individual.
- b) The individual to which the park, facility, or specific feature may be named after must have made a significant contribution to the park or facility by:
  - 1) Donating land,
  - 2) Making a large financial contribution, or
  - 3) Contributing substantially to improving the quality of life in the district. This could relate to involvement with parks and recreation or other community involvement.
- c) If the name or memorial is made in terms of a specific facility, the specific facility should be a non-living, low maintenance improvement, which should serve a purpose to the district, for example, a picnic table or bench with a plaque. All costs of the specific facility shall be the responsibility of the donor. The donor may submit information and recommendation to the general manager regarding the relevant history of the person to be memorialized, the type of improvement desired, and the verbiage requested, if any. Final decisions regarding the specific feature, including, but not limited to, materials, equipment, location, and labor, shall be made by the district.



## Twentynine Palms Public Cemetery District

### 2215.4

#### Approval of the Individual's Name

- a) If the district is naming a park, facility, or special feature after an individual, or in memorial to an individual, the district shall get approval from the individual (if living) or their family (if the individual is deceased
- b) and the family is available).
- c) The intent of naming the park, facility, or special feature is for permanent recognition. Therefore, any request of the district to rename an existing park, facility, or specific feature should be subject to examination so as to not diminish the original justification for the name.

### 2215.5

The following procedures for naming a park, facility, or specific feature shall be used by the board:

- a) The board will evaluate the merit of each suggested park, facility, or specific feature name according to criteria outlined in this policy. The general manger, staff, or designated committee shall make recommendations to the board for their final approval.
- b) When appropriate, the district may solicit help from and/or suggestions of historical societies or other groups having a specific knowledge, when considering a name to highlight an area's geographic or historical significance.
- c) To stimulate public interest and to obtain additional suggestions, the district may include a contest or competition involving the public as part of the selection process to name a park, facility, or specific feature. However, only suggestions which meet these policy guidelines should be considered.
- d) The naming of a park, facility, or specific feature should begin prior to the first phase of development of the project, when possible, but no later than two weeks before final approval.
- e) Groups or individuals may submit nominations for naming a park, facility, or specific feature in writing on a form provided by the district, or in a letter that contains all pertinent information including the reasoning for the name being recommended.