

MONTAGUE PARKS & RECREATION DEPARTMENT
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PUBLIC PARK NAMING POLICIES & PROCEDURES

I. Policies:

Park/Facility/Amenity Naming Statement of Purpose

- 1) *To establish a policy for naming Parks & Recreation Department managed real property, facilities and amenities; and*
- 2) *To establish a uniform, clear and consistent reference for Parks, Facilities, and/or Amenities naming; and*
- 3) *To establish that The Parks & Recreation Department and/or Commission reserves the right to name any park, facility, or amenity at their discretion; and*
- 4) *To establish that any individual, family, organization or business that has made a substantial contribution to the Town of Montague (preferably in parks & recreation) by either deed, monetary contribution, or historical significance is eligible to have any park, facility or amenity (within the jurisdiction of the Parks & Recreation Department) named after them.*

A. Eligibility: Deed , Monetary Contribution, Historical Significance

- 1) When 50 percent or more of the value of land is donated to the Parks & Recreation Department.
- 2) When 50 percent or more of the cost of development of a park/facility/amenity is donated to the Parks & Recreation Department.
- 3) Specific and major involvement in the acquisition or development of a park, facility, or amenity.
- 4) Extraordinary accomplishments towards the overall quality of life to the community or the Montague Parks & Recreation Department.
- 5) The intent for naming is ***permanent recognition***. In order to respect the original contribution of past donators, no “officially” named park, facility, or amenity shall be re-named.
- 6) Previously named parks, facilities, or amenities where the individual had not met the above noted criteria will have their naming “grandfathered” for eligibility.

B. Criteria:

1) Parks –

- a. If named after an *Individual*, that person must be deceased. No park shall be named to memorialize a living person.
 - i. Naming a town owned park in the memory of a deceased person cannot be considered until at least 12 months after the date of the death of that person.
 - ii. The family of the individual must consent to the naming.
- b. If named after a Family,
- c. If named after an Organization,
- d. If named after a Business,

2) Facilities –

- a. If named after an *Individual*, that person must be deceased.
 - i. Naming a Parks & Recreation facility in the memory of a deceased person may be considered at any time.
 - ii. The family of the individual must consent to the naming.
- b. If named after a Family,
- c. If named after an Organization,
- d. If named after a Business,

3) Amenities –

- a. If named after an *Individual*, that person may be living to have amenities named after them.
 - i. The individual must consent to the naming.
- b. If named after a Family,
- c. If named after an Organization,
- d. If named after a Business,

C. Recognition:

- 1) Any donator may be involved in the planning of a park, facility, or amenity. However, any requests are at the discretion of the Parks & Recreation Department/Parks & Recreation Commission/or Town of Montague and must comply with current Consumer Product Safety Codes (CPSC), American Society for Testing and Materials (ASTM) standards, and possibly American Disabilities Act (ADA) requirements in relation to those items.
- 2) The decision concerning type, design and size of signage shall rest with the authority of the Parks & Recreation Commission.
- 3) All named areas shall be identified by the installation of appropriate plaques, signs or markers that name the person honored, birth and death date, reason for such recognition, by whose authority, and the date of recognition.
- 4) All signage shall compliment the park/facility/amenity environment.
- 5) The cost of naming the facility may be the responsibility of the Parks & Recreation Department, the applicant, or both by mutual consent. However, if due to budgetary limitations, it may be required that the applicant pay or raise the appropriate funds to cover **all** costs of the naming.
- 6) A formal ceremony will be scheduled to recognize the named areas.

II. Procedures:

- A.** The following is a list of items that may be named, re-named, or dedicated to recognize an individual/family/organization/business:
1. Park – A large parcel of land, owned and managed by the Town of Montague and used for public recreation purposes.
 2. Facility – A recreational building or large recreation area (with numerous components) within a park used for public recreation purposes.
 - Building
 - Playground
 - Ballfield Complex
 - Picnic Area
 3. Amenity – A smaller support component within a recreation facility or area.
 - Play Units – structures, swings, benches, climbers, etc.
 - Courts
 - Garden
 - Path
 - Room
- B.** The Montague Parks & Recreation Commission is to receive all requests or proposals pertinent to the naming/re-naming of public parks or facilities under their jurisdiction.
- C.** The request must be submitted in writing either by a signed letter, or completing a *Naming Request Form*.
- D.** The Montague Parks & Recreation Commission has the authority, by majority vote, to accept or reject any proposal/request.
- E.** The Montague Parks & Recreation Department and Parks & Recreation Commission reserves the right to suspend the naming or re-naming of any park, facility, or amenity due to departmental budgetary constraints.
- F.** If the Parks & Recreation Commission approves said proposal, they are to submit – in writing – a recommendation to the Montague Selectboard with all documentation pertinent that request.
- G.** The Montague Selectboard then schedules, with appropriate notification, a Public Hearing concerning the naming/re-naming of the facility or park in question.
- H.** The Montague Selectboard has the authority, by majority vote, to accept or reject said request after a formal proposal by the Parks & Recreation Department, applicant, and other supporters.

Adopted 12/03
Montague Parks & Recreation Commission