



SUNY Orange Policy Manual

Policy Number	Policy Title
BP2.3	Naming of College Spaces for Recognition Purposes (cont.)

Special Conditions:

- **Duration:** If a previously named facility or property must be replaced or substantially renovated, or the use of a previously named area re-designated, it may be named for a new donor at the discretion of the College (subject to the specific terms and conditions set forth in any gift agreements related to the prior naming action) and such name changes are subject to review and approval under this policy.
- **Change in Use:** When a change in the use of a previously named facility occurs because a program moves/ends or space is reassigned or demolished, some form of continuing recognition may be appropriate, such as creating an alternative memorial. All such alternatives are subject to review and approval under this policy, and will be determined at the sole discretion of the College.
- **Form of Naming Display:** The official name of a building, in honor of an individual or in recognition of an appropriate donation, shall be determined by the College in cooperation with the donor. College appreciation of business or corporate gifts should be modest and exclude corporate logos to avoid the appearance of blatant advertising. The campus building sign will typically reflect only the surname of the honoree or donor. In addition, a suitable plaque can be located in the lobby or other appropriate interior location, giving the full name and a brief biography of the person.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.