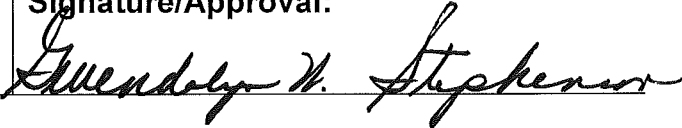


## ADMINISTRATIVE RULES

<b>Title:</b> <b>NAMING OF INSTITUTIONAL FACILITIES</b>	<b>Identification:</b> 6HX-10-2.03
	<b>Page:</b> 1 of 2
	<b>Effective Date:</b> 2/1/06
<b>Authority:</b> SBE 6A-14.0261 FS 1001.64; 1001.65	<b>Signature/Approval:</b> 

### PURPOSE

This rule establishes policy for naming a room, building or area at Hillsborough Community College.

### RULE

The District Board of Trustees may recognize substantial gifts donated to the College by naming a room, building or area in recognition of the donation by an individual or group. All contributions will be donated to the Hillsborough Community College Foundation, Inc., the designated gift recipient for the College.

The Board of Trustees is responsible for approving the naming of all institutional facilities at the College in accordance with all applicable laws and policies. Prior to any commitments being made, the College President will meet with interested donors to detail for the Board the exact space to be named, the name to be used, the type of designation proposed, and the public recognition to be generated.

Commemorative and memorial gifts to Hillsborough Community College enable the Foundation to establish an endowment fund that will permit the Foundation to commit unrestricted revenues to the support of programs, services, facilities, equipment purchases, and other activities at the College. In return, the College will be more responsive to its students, staff and members of the community.

The guidelines for naming institutional facilities are as follows:

1. A facility may be named for monetary donations and deferred gifts such as wills, IRAs and insurance policies. However, a facility will not be named for long-term pledges unless the Board of Trustees determines otherwise.
2. Generally, a facility will not be named for an individual making a property gift until the property is converted, unless the Board of Trustees determines otherwise.
3. For naming rooms, facilities and areas in recognition of gifts the following guidelines apply:
  - A. A name proposed for a new improvement may be considered when the gift represents at least 50 percent of the private gift component and at least 15 percent of the total cost of the improvement.

## ADMINISTRATIVE RULES

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- B. A name proposed for an existing but untitled building or improvement may be considered when the gift represents 50 percent or more of the appraised value.
- C. A name proposed for all or part of an improvement that is to be renovated will normally require that the gift cover the full cost of the remodeling/renovation.
- D. If a naming is contemplated as part of a fund raising drive, the Board of Trustees must be apprised of this fact in advance. The Board is expected to exercise discretion and to respect confidentiality in such areas.

Exclusive is defined as having exclusive naming rights, as it relates to a building, or campus, given that if a building is exclusively named, no rooms/space within the building can be otherwise named, or if a campus is exclusively named, no buildings/rooms/space within the campus can be otherwise named.

Non-Exclusive is defined as having non-exclusive naming rights, as it relates to a building, or campus, given that if a building is non-exclusively named, rooms/space within the building can be otherwise named, or if a campus is non-exclusively named, buildings/rooms/space within the campus can be otherwise named.

- 4. The Florida Academic Improvement Trust Fund is a state-matching fund for community colleges. The funds donated for the institutional facilities program are eligible to be matched through this program.
- 5. The President may recommend to the Board of Trustees that other areas be named which shall be at the discretion of the Board of Trustees.
- 6. The President may also recommend to the Board of Trustees, a room, building or area that be named without the donation of funds in honor of individuals, which shall be at the discretion of the Board of Trustees.
- 7. All gifts will be recognized with an appropriate plaque in the room, building or area for which the gift is intended. On behalf of the Board of Trustees and the Foundation, the President will forward a letter of appreciation to the donor for all donated gifts. The President will arrange for the unveiling of buildings and other facilities in a publicized ceremony.

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### History:

Revised: 5/13/99, 5/15/02; Formerly: 6HX-10-1.012