

**ADMINISTRATIVE POLICY AND PROCEDURE FOR NAMING CITY OF LARAMIE,
PARKS & RECREATION DEPARTMENT PARKS AND FACILITIES**

General: Park and facility names are often as enduring as the property itself; therefore, the selection of a proper name is, and should be, a serious matter. Selections should attempt to induce a dynamic community impact, add credibility to the park or facility, create a cohesive theme, express appreciation, create lasting public relations, promote education, lift the mind and bond our heritage and very being to the land.

1. Authority to Name or Rename:

- a. Any entire park or portion of any park, parkway, recreation building, swimming pool, ball field or any other facility owned, managed and controlled by the City of Laramie, Parks & Recreation Department hereinafter called park and/or facility, shall be named or renamed only by the Parks, Tree and Recreation Advisory Board on an affirmative vote of 2/3 majority of the Parks, Tree & Recreation Advisory Board.
- b. The name shall then be forwarded to the City of Laramie, City Council for certification of the name approved by the Parks, Tree & Recreation Advisory Board. The name shall become official upon approval of the City of Laramie, City Council.
- c. If the recommended name is not certified by the City of Laramie, City Council, the item shall be remanded back to the Parks, Tree and Recreation Advisory Board for further review.

2. Naming Proposals:

- a. Proposals to name any park and/or facility may be initiated by any citizen of the City of Laramie, the Director of Parks & Recreation or by any Parks, Tree & Recreation Advisory Board member in writing at any regular meeting of the board.
- b. Proposals must include reasons for the proposed name and as much community support as possible in the form of letters, petitions and/or personal appearance at a regular meeting of the board.
- c. The Parks, Tree & Recreation Advisory Board through the Parks & Recreation Department may, but is not required to, solicit names from the general public for park and/or facility naming, may set parameters for specific sites and may set time limits for soliciting park names.

3. Naming Guidelines:

- a. All proposed names shall meet one or more of the following guidelines. However, the Parks, Tree & Recreation Advisory Board may waive any or all of these guidelines upon a motion approved by an affirmative vote of 2/3 majority of the Parks, Tree & Recreation Advisory Board.
- b. A park and/or facility may be named for:
 - i. *An event*; provided such event directly affected, affects or would be meaningful to the citizens of Laramie, Wyoming.
 - ii. *A deceased person*; provided that person has been known to be of good character, known to have never convicted a felony, and has contributed to the

betterment of Laramie, Wyoming in some greater than average manner or who was of historic significance to the City, County, State or Nation.

- iii. *A donor or group of donors;* of land, considerable property, endowment, or money provided such donation was large and significant or represents a considerable sacrifice by the donor or donors.
- iv. *A place name;* such as the neighborhood where located or a geographical or manmade feature; provided this name tends to identify the location or character of the park and/or facility.

4. Unacceptable Name Guidelines:

- a. Generally, no park and/or facility may be named for any of the following guidelines. However, the Parks, Tree & Recreation Advisory Board may waive any or all of these guidelines upon a motion approved by an affirmative vote of 2/3 majority of the Parks, Tree & Recreation Advisory Board.
 - i. *Any living person;*
 - ii. *Any church or religious group;*
 - iii. *Any political organization;*
 - iv. *Any businesses or commercial enterprise.*

5. Renaming Guidelines:

- a. The renaming of parks and/or facilities is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributors. Renaming or a change in name will be considered for the following reasons. However, the Parks, Tree & Recreation Advisory Board may waive any or all of these guidelines upon a motion approved by an affirmative vote of 2/3 majority of the Parks, Tree & Recreation Advisory Board.
 - i. Only parks and/or facilities named for a place name shall be considered for renaming.
 - ii. Parks and/or facilities named after a deceased person shall never be changed unless it is found that the individual's personal character is or was such that continued use of the name for a park and/or facility would not be in the best interested of the citizens of Laramie, Wyoming.
- b. Renaming of parks and/or facilities requires a minimum of two public notices detailing the intent, date, time and location of a minimum of one public hearing hosted by the Parks, Tree & Recreation Advisory Board.

This policy and procedure shall become effective and binding upon the City of Laramie, Parks & Recreation Department and the Parks, Tree & Recreation Advisory Board as soon as it has been formally adopted by 2/3 majority of the Parks, Tree & Recreation Advisory Board present, and an affirmative vote of the City of Laramie, City Council. The policy shall have no effect on existing park and/or facility names. This policy and procedure shall continue in effect regardless of member changes of the board, but may be amended, done away with, or re-written at any time by a 2/3 majority of the Parks, Tree & Recreation Advisory Board present, and an affirmative vote of the City of Laramie, City Council.