

# *Village of Cottage Grove Parks, Recreation & Forestry Department Policy for Naming of Parks and Recreation Facilities*

This Policy is intended to create consistency for the selection of names for parks or recreation facilities (collectively, "facility names") in the Village of Cottage Grove Wisconsin.

## I. RESPONSIBILITY

The Park and Recreation Committee, or study group named by the Committee, shall be responsible for proposing facility names to the Village of Cottage Grove Board of Trustees. Input from concerned groups shall be sought and attention will be paid to diversity, balance, and creativity in the process of identifying and recommending facility names. Names selected by the Committee will be recommended to the Village Board for final approval. The Village Board may accept, reject, or replace recommended facility names.

## II. CRITERIA

- A) The Committee shall select names that are: purposeful, suitable, symbolic, uncontroversial, and comply with the provisions of this Policy.
- B) If possible, names shall be adopted before dedication or acceptance of a facility, or before development begins on a new facility.
- C) The Committee shall not recommend a facility name in honor of a living person except when substantial donations are offered to the Village for park or recreational purposes conditioned on adoption of a particular name for a facility. In such cases, the Committee shall make a recommendation to the Village Board to accept or reject such a donation.
- D) Facility names honoring individuals may not be recommended by the Committee unless the individual was actively involved in the field of Parks and Recreation in the Village of Cottage Grove, the State of Wisconsin, or the United States. The name of an individual may not be considered unless the Committee determines that naming the facility in honor or the individual is strongly supported by the Village's residents.

## III. SPONSORSHIP

A group may ask to sponsor a property or recreation facility, and in return, that the area or facility be named after the sponsor or sponsor's designee. A written agreement acceptable to the Village as to how and in what form the group will fulfill this sponsorship is required before the Village may allow sponsorship of a property.

IV. NAME CHANGES

When names become ineffectual or inappropriate due to lack of public acceptance or controversy, then changing of park or facility names may be undertaken by recommendation of the Committee followed by Village Board Approval or may be initiated by the Village Board.

V. NAMING OF SECTIONS WITHIN PARKS

Names for new facilities or areas within a park will be allowed when in compliance with this Policy.

VII. USE OF PLAQUES AND MARKERS

Plaques or markers may be used to honor individuals and organizations in the community or to explain the history of a property. Plaques and markers may be used to honor individuals and organizations that don't qualify for naming rights under this Policy, but have made substantial contributions to the community. All plaques, markers, memorials or monuments placed on parkland must be approved by the Village Board as to design and placement prior to placement.