INTERNAL POLICY & PROCEDURE

POLICY – NAMING OF PARKS AND PARK FACILITIES
Effective Date: July 26, 2018

PURPOSE
To provide guidance regarding the naming of City Parks, Park Facilities, Recreational Facilities and Resource Management Areas.

POLICY STATEMENT
Final action on naming of parks and facilities shall be made in open session by the Parks and Recreation Advisory Board; unless City Council or the City Manager supplies written notice that they would like the final say on the naming of a park or recreational facility.

DEFINITIONS
Parks
Lands owned either wholly or in part by the City of Charlottesville and designated as City Parks.

Park Facilities
Facilities located within Parks used for general usage, or specifically for certain recreational activities.

Recreational Facilities
Specific recreational facilities located within Parks; or owned either wholly or in part by the City of Charlottesville which may not be located in a Park and managed by the Parks and Recreation Department; or leased by the City of Charlottesville for use as a recreational facility by the community.

Resource Management Areas
Specific resource management areas located within Parks, or within land owned either wholly or in part by the City of Charlottesville.

PROCEDURES
As a general policy, parks shall be named in accordance with geographical, historical or ecological features indigenous to the park site or to the immediate vicinity of the site. Parks may be named for an individual under the following conditions:

1. Where the individual has made a significant gift of land for park purposes to the City, or
2. In memoriam for an individual who has made a significant contribution to the park system of the City of Charlottesville.
3. For an individual who has made a significant contributions to the quality of life in the community.

Recreational facilities or resource management areas within a park may be named for an individual, living or deceased, who:

1. Has made a significant contribution to the protection of natural, cultural, or horticultural resources of the City’s park system; OR
2. Has substantially contributed to the advancement of commensurate types of recreational facilities and opportunities within the City’s park system; OR
3. Has made a significant contribution to the betterment of a specific park, consistent with the established criteria and standards for the designated park classification as identified in the Comprehensive Plan.

In support of this policy, nominations for naming parks, recreational facilities or resource management areas shall be evaluated on the basis of the above criteria and upon appropriate documentation. Nominations for Naming may be submitted by Staff, City Council or citizens of the community.

**APPENDICES**

APPENDIX 1 – Existing Policy Adopted by the Parks and Recreation Advisory Board, April 2017

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**Signature**

Director, Parks and Recreation

**Date**

7.26.2018

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Parks and Recreation Policy Document Established: July 26, 2018
Policy Revised by Parks and Recreation Advisory Board: April, 2017
Policy Established by Parks and Recreation Advisory Board: May, 2010

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**POLICY - NAMING OF PARKS AND PARK FACILITIES**

**EFFECTIVE JULY 26, 2018**
Policy - Naming of Parks and Park Facilities

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Adopted by the Parks and Recreation Advisory Board – May, 2010
Re-Adopted by the Parks and Recreation Advisory Board – April, 2017