

# University of Louisiana Lafayette

## Policy and Procedures for Naming Facilities and Programs

### APPENDIX A

#### Methodology Procedures for Naming Opportunities

Naming proposals shall be submitted to the appropriate Dean, Director, or Department Supervisor who may then recommend them to the Provost or Athletics Director, whichever is appropriate. If approved, the Provost or Athletics Director shall forward proposals to the Vice President for University Advancement, who shall document each proposal and forward it to the Naming Advisory Committee for review and recommendation.

Proposals for philanthropic naming of facility shall be accompanied by sufficient documentation of the gift, along with a completed facility naming form. Proposals for honorific naming of facility shall be accompanied by sufficient documentation of the distinction, along with a completed facility naming form.

#### **Status of Contribution at the Time of Naming:**

When a facility or program is to be named in consideration of a financial contribution, the University Foundation shall have received the gift, or its future receipt shall be assured through the appropriate signed irrevocable gift agreement, before a naming action shall be taken, as follows:

- Pledges to be paid over a period of time, up to five (5) years, are acceptable for current naming of facilities and programs when a signed pledge payment agreement for the total is executed.
- If the pledged donation is to name new construction, renovation, or other projects with cash-flow considerations, the timing of the pledge payments should be such that sufficient current dollars are available to cover project costs
- Irrevocable planned gifts may be considered with current naming of facilities and programs if current cash flow is not a consideration for the requesting facility or program. Irrevocable planned gifts will be credited at their face value with emphasis being given to the predictability of the long-term value or the irrevocable deferred gift.
- Combinations of irrevocable planned gifts and cash may generate current naming opportunities under the right circumstances. The request must be accompanied with a financial summary and a case made for the appropriateness of the naming opportunity giving the specifics of the gift. Emphasis will be given to the cash flow requirements of the requesting facility or program, the predictability of the long-term value of the irrevocable deferred gift component and the predictability of its receipt.

**Acknowledgement of Naming:**

Benefactors or honorees are advised that approval is neither automatic nor guaranteed. They should be informed throughout the naming discussions that the final naming approval for all University facilities and programs rests with the President and, depending on the facility or program, could also require approval of the state or local governing bodies.

No public announcement of a naming should be made prior to University and System Board approval. Public announcements should be scheduled in coordination with the University President's Office to ensure proper representation from all respective parties. In cases where the gift is funding new construction or substantial renovation, the Board encourages institutions to consider having 50% of the gift in hand, or 75% for renovations, before a public announcement is made.

**Records:**

The Vice President for University Advancement, who also serves as chair of the Naming Advisory Committee, shall maintain an official list of all requests and approved proposals for namings. The Office of Facilities Management shall maintain a list of all University facilities and their approved functional/general or honorary names.