

# **Recreation & Parks Policy for Naming and Renaming Parks, Park Structures, and Facilities**

## **Guidelines for:**

- Naming or Renaming Parks
- Naming or Renaming Areas in Parks and Facilities in Parks
- Memorials and Dedications in Parks and on Park Structures and Facilities

## **The Policy**

Baltimore City Parks and Department facilities are generally named for a geographic area or a natural historic feature, but, as appropriate, Parks and Department facilities may be named to reflect significant historic, material, or financial contributions to the City, or persons of historic or outstanding civic service. Markers may be placed in parks and on recreational facilities honoring or memorializing individuals and organizations.

## **Procedure for Requesting Permission**

Anyone wishing to name or rename a Park or Department Facility, or erect a memorial in a Park or within a Department Facility, must submit his or her request in writing to the Director with a sufficient explanation of the proposal to enable the Director to make a determination that the naming or memorial is justified. The factors to be taken into consideration by the Director will include, but not limited to the following:

1. The reason for the naming or renaming or erection of a memorial;
2. The contribution or other factors for which the person is being memorialized, or the Park or facility named;
3. Whether and to what extent the Facility or Park has been financed by the person being honored or by the persons wishing to honor him/her;
4. Whether and to what extent the appropriate and/or impacted communities support the proposal; and
5. Any other factors, which would support the request.

## **Naming/Renaming**

1. The Director's considerations regarding the naming or renaming of parks, and naming or renaming areas and Department facilities, shall be guided by the following considerations:
  - Recognized geographic names

- Natural Historic Features
  - Significant Historic Contributions
  - Significant Material Contributions
  - Significant Financial Contributions
  - Persons of Historic Service to the City of Baltimore
  - Persons of outstanding civic service to the City
  - Documented community support
2. If the naming request meets the required criteria, the requesting person(s) or organization(s) must present the request to the Board of Recreation and Parks (The Board).
  3. The Board reviews the request and makes a recommendation to the Director.
  4. If approved by the Director, he/she shall proceed to submit the Naming or Renaming request to the City Council for legislative action.
  5. The requestor will be notified via letter of the Director's decision. The letter will outline, if applicable, those areas that did not meet the criteria.

## **Memorials/Dedications**

Memorials or dedications may consist of structures, such as buildings, or facilities, such as athletic fields, that may be named in memory of individuals and organizations as completed entities, or memorial or dedication plaques or signs on or inside structures and facilities.

1. The Director's considerations regarding memorializing or dedicating parks, park area and recreational facilities, shall be guided by the following considerations:
  - The location, design, and configuration of a proposed memorial or dedication shall be in keeping with the park purpose and usage and shall not interfere with public use of the park or recreational facility.
  - The proximity to planned and/or existing memorials.
  - Baltimore City Department of Recreation and Parks and Baltimore City Planning staff shall participate in the planning, design, and construction of a memorial or dedication, if relevant.
  - Documented evidence of community support must be included with the request for memorializing or dedicating parks, park area and recreational facilities.
  - All costs associated with the proposed memorial or dedication, including planning, design, construction, utilities, and maintenance shall be the sole responsibility of the person(s) or organization(s) requesting the memorial or dedication. Full funding for the memorial or dedication shall be paid to the Department of Recreation and Parks Foundation, prior to the start of planning, design, and construction.
  - An escrow account must be established with the Department of Recreation and Parks to ensure the person(s), organization, and/or entity requesting the memorial or dedication of a park, park area and/or recreational facilities has the capability to perform routine maintenance of the memorial, park area, or recreational facility for the next 10 years.

- The cost of maintenance to be put in the escrow account for the 10 year period shall be mutually agreed upon by the Requestor and the Director of Recreation and Parks.
  - In all cases involving memorials or dedications, only the memorial or dedication itself may be named. The park name shall remain unchanged.
2. If the memorial or dedication request meets the required criteria, the requesting person(s) or organization(s) must present the request to the Board of Recreation and Parks (The Board).
  3. The Board reviews the request and makes a recommendation to the Director.
  4. If approved, the Department shall proceed to authorize the memorial/dedication.
  5. The requestor will be notified via letter of the Director's decision. The letter will outline, if applicable, those areas that did not meet the criteria.