

Winnebago County

Title: Facility Naming Guideline

Background: Over the course of time, various buildings and facilities in Winnebago County have been named in honor of a Winnebago County resident or to enhance the public image of the facility. There has not been a consistent procedure for designating a facility name. It is the intent of this guideline to provide a method to consider naming a facility.

This guideline shall be applicable to all Winnebago County departments that are involved in the naming of a facility, whether or not owned by the County, except for those facilities for which naming rights have been sold.

Guideline:

Winnebago County Facilities and Property Management Department adheres to the following guideline for the naming of Winnebago County facilities:

- A. The department involved in the naming of a Winnebago County facility shall start the naming process with the department's committee of jurisdiction. The Department shall present to the committee a list of suggested names.
 1. The names should reflect what the facility is used for and sufficiently indicate that it is a County facility
 2. If a facility is to be named as recognition for a person, that person should have been a prominent Winnebago County Elected Official, Employee or leader in the community or have done something of significant noteworthiness.
- B. The originating committee of jurisdiction shall forward the name to be considered to the Facilities and Property Management Committee for review.
- C. The Facilities and Property Management Committee shall review the name to be considered and shall forward the name and comments to the Winnebago County Board for consideration.
- D. The Winnebago County Board shall review the name and decide the final naming selection.
- E. Any changes to facilities names once adopted must follow the same process to change a name, even if to reflect a change in facility use.

- F. This guideline does not affect Winnebago County facilities for which naming rights have been sold.