

Board of County Commissioners

Leon County, Florida

Policy No. 97- 3

Title:	Naming of County-Owned Facilities, Structures, Buildings, Geographical Areas or Other Property and Sponsorship of Park Furnishings and Trees at a County-owned Park and Recreation Facility
Date Adopted:	May 28, 2013
Effective Date:	May 29, 2013
Reference:	N/A
Policy Superseded:	Policy No. 97-3, "Naming of County-Owned Facilities, Structures, Buildings, Geographical Ares or Other Property" adopted April 8, 1997

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that proposed names for County- owned facilities, buildings, structures, geographical areas or other property, with the exception of Park Furnishings and Trees at a County-owned park and recreation facility paid for through private donations as described herein, must be submitted to the Board of County Commissioners for approval and official designation. Such proposed name shall be in writing and shall be accompanied by background data, a resume or fact sheet citing reasons for the nomination.

Areas, sections, facilities, structures, and buildings within County-owned property may be named differently from each other and that of the overall tract. Such areas, sections, structures, facilities, and buildings may be named honoring well-known persons, provided that such persons are not serving in public office at the time of naming.

The placement of displays on any County-owned property, structures, buildings or geographic areas that commemorate or honor elected officials, past or present, shall be solely determined by the Board of County Commissioners.

When the Commission finds that it would be inappropriate to name a County area, structure, or facility in its entirety in honor of an individual, it may place a plaque or other marker at an appropriate location within the area or property whereby the names of individuals may be placed in recognition of their contributions to the County.

When appropriate, County-owned facilities, structures, buildings, properties, or geographical areas may be renamed. The procedure for doing so shall be the same as for originally naming such County-owned property.

Park Furnishings and Park Amenities

Individual persons and not-for-profit organizations that meet the qualification criteria identified herein (“Donors”) can honor or memorialize individual persons or not-for-profit organizations that meet the criteria identified herein (“Honoree”) through the sponsorship of approved park benches and other amenities (“Park Furnishings”) and Trees (collectively, “Park Furnishings and Trees”) for County’s installation at an approved County-owned park and recreational facility, as follows:

1. The County Administrator will provide and maintain a list and description of approved Park Furnishings and Trees available for sponsorship and approved recognition elements that will accompany the sponsored Park Furnishings and Trees (“Plaques”) (collectively, “Shopping List”). General aesthetic and safety standards, anticipated maintenance requirements, architectural and natural elements applicable to a specific park or recreational facility, as well as other standards that the County Administrator deems appropriate, will be considered in the development of the Shopping List. Plaques will only include prescribed, allowed language from which the Donor will select at the time the Donor completes the Sponsorship Form, and the Donor’s and Honoree’s names.
2. The County Administrator has the right to alter the make and model of Park Furnishings and Plaques that are on the Shopping List, and to limit the installation of specific Park Furnishings and Trees to certain County-owned parks and recreational facilities.
3. Sponsorships are limited to only those items on the Shopping List. Plaques are recognition elements that accompany sponsored Park Furnishings and Trees, and Plaques may not be separately sponsored.
4. The County Administrator will provide a Sponsorship Form that will include the cost for sponsoring the Park Furnishings and Trees that are available for sponsorship (“Sponsorship Cost”) and the County-owned park and recreational facilities from which the Donor may select for installation of the sponsored Park Furnishings and Trees.
5. Sponsorship Cost will be established with the intent that the Donor pay the full cost of the Park Furnishings and Trees that the Donor is sponsoring, plus the cost the accompanying Plaque, and may include a discretionary administrative fee for coordination and installation.
6. The Shopping List and Sponsorship Form will be made available to the public online at the County’s website and at the County’s Parks and Recreation Department.
7. To qualify as a Donor, the Donor must be:
 - a. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - b. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - c. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state, and/or national level.

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8. To qualify as an Honoree, the Honoree must be:
 - a. A person who resides in Leon County, Florida at the time of requested sponsorship or a person who has resided in Leon County, Florida within the five years immediately preceding the requested sponsorship; or
 - b. A not-for-profit organization with a lawful address within Leon County, Florida; or
 - c. An organized sports team, located within Leon County, Florida, that achieved recognized success at a local, regional, state and/or national level; or
 - d. A person who served with honor in the armed forces of the United States of America.
9. All sponsorships must be made by a qualified Donor in recognition of a qualified Honoree as described herein. A Sponsorship Form prepared by or on the behalf of someone who does not meet the criteria to be a Donor will be denied, and a Sponsorship Form completed to request recognition of someone who does not meet the criteria to be an Honoree would be denied.
10. Unless otherwise agreed to by the County Administrator, the Honoree must agree in writing to the sponsorship, or if the Honoree is deceased, a family member of the Honoree must agree in writing to the sponsorship. As used in this section, “family” is limited to the Honoree’s son, daughter, parent, grandparent, sister, and brother.
11. The Donor must complete and submit the Sponsorship Form, along with a check made payable to Leon County in the amount of the full Sponsorship Cost, to the County as directed on the Sponsorship Form. In completing the Sponsorship Form, the Donor will: select the Park Furnishings and Trees they are sponsoring; provide requisite information for the completion of the Plaque from the prescribed, allowed language selection; select the County-owned park or recreational facility where the sponsored Park Furnishings and Trees and accompanying Plaque will be installed by the County; identify the Donor’s address and contact information; identify the Honoree’s address and contact information if the Honoree is alive, or the Honoree’s family member’s address and contact information if the Honoree is deceased; stipulate the criteria by which the Donor and Honoree qualify; and provide written agreement from the Honoree, or if the Honoree is deceased, from a member of the Honoree’s family, as described hereinabove.
12. The County will purchase, install, and be the sole owner of all sponsored Park Furnishings and Trees and Plaques.
13. The County may delay planting of Trees until the County deems that the weather is appropriate to best assure the Tree’s survival.
14. The Plaque will be affixed to, or installed in close proximity to, the sponsored Park Furnishings or Trees. Placement of Plaques will vary depending upon the Park Furnishings or Trees selected and location.

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15. The County will send a photo of the installed Park Furnishings and Trees and Plaque to the Donor, at the physical address or e-mail address the Donor provided on the Sponsorship Form.
16. The County is not responsible for replacing Trees that have become diseased, or for replacing Park Furnishings, Trees, or Plaques that have been damaged, stolen, or removed for reasons deemed by the County to be in the public interest.
17. Park Furnishings, Trees, and Plaques may be removed, at the discretion of the County, at the end of their safe, useful life.
18. The County may relocate Park Furnishings, Trees, and Plaques.

The County Administrator, or his or her designee, will notify the Donor of the County's receipt of the Sponsorship Form and whether their sponsorship request has been approved or denied.

Revised May 28, 2013