

**STATEMENTS OF POLICIES AND GUIDELINES FOR NAMING PARKS
AND RECREATION AREAS WITHIN THE MADISON PARK SYSTEM**

AUTHORIZATION

The Madison Board of Park Commissioners is responsible for designating a name for all Park and Recreation areas within the Madison Park System.

PROCEDURE

1. A "Naming Committee" may be appointed by the Park Commission. It shall be the responsibility of the Naming Committee to receive from the Park Commission requests for the naming of specific Park, and Recreation areas within the Madison Park System. The Naming Committee may also initiate the selection of a name for a Park or Recreation area.
2. Requests or proposals for adopting a specified name for a particular Park or Recreation area shall be submitted to the Park Superintendent in written form along with thorough documentation giving the reasons for the selection of the proposed name. The written recommendation for naming will include the proposed name and clearly show how the proposed name is consistent with the criteria established below. If the proposal is to name a park or facility after a person or persons, the application will describe the contributions to the Parks system made by the person and why the specific naming proposal is an appropriate honor. Written documentation of support of this naming proposal by immediate family members is strongly encouraged.
3. The proposal is then to be referred to the Naming Committee for evaluation, research, consideration and recommendation to the Park Commission. The Park Commission will act upon the recommendation of the Naming Committee.
4. Renaming a specific Park or Recreation area will follow the same procedures as the naming of a Park or Recreation area, but must also be accompanied by a petition including signatures of the residents whose properties surround the park and letters of support from the recognized neighborhood association(s).

GUIDELINES FOR THE SELECTION OF NAMES

Park and Recreation areas may be named:

1. For a location, such as the name of an adjacent street or the related plat or subdivision.
2. For a geologic, geographic, historical, botanical, horticultural or scientific feature inherent to the area.
3. To honor a person or persons who made a substantial contribution to the advancement, the improvement or the enlargement of the Madison Park System.
4. In memoriam for an individual who, over a long period of time, has devoted outstanding amounts of time, talent and effort to the advancement of the Madison Park Program and/or the Madison Community.

PARK FEATURES

Important and substantial park features within a named area may be given a name other than the name of the principal area, using the same guidelines as used for naming areas.

PLAQUES, MARKERS, ETC.

All named areas and important Park features may be identified by the installation of appropriate plaques, signs or markers. A formal ceremony recognizing named areas and important park features shall be at the direction of the Naming Committee, subject to approval of the Park Commission.