



METROPOLITAN  
**Nashville**  
PUBLIC SCHOOLS

### **Objectives**

This policy covers the process for the naming of buildings and facilities therein.

### **Procedure Description**

Buildings and any school property, shall be named by the Board of Education.

#### *New building names*

New building names will be considered and voted on when new facilities are constructed, or obtained, or when a function change of a building warrants a name change. New buildings will be named no later than the time when the architect is appointed to design the building. The name shall be incorporated into the blueprints and the design of the building.

#### *Naming of parts of buildings and programs*

The Executive Director of Facilities and Operations shall have the authority to approve requests for the naming of parts of buildings and programs at any time during the year. Approved requests will be presented to the Board for information.

#### *Building Plaques*

The plaque for new building shall be included in the contract and designed by the architect. Among the names on the plaque will be the members of the Board of Education serving at the time the contract is let. The building shall be formally dedicated during the first year of occupancy.

***Date Published***  
***November 2003***

***Revision History***  
September 2009

***Review***

*Building / facilities Named after Individuals*

Buildings shall not be named after living individuals with the exception of Past Presidents of the United States. Requests to waive this policy will be considered by the Board at the time consideration is being given to the names.

*Building name sources*

Sources for names shall be from:

- Geography of locations – rivers, streets, subdivisions, etc.
- National, State, and Local Statesmen
- National heroes and presidents
- Teachers, authors, and historians
- Philanthropists
- Outstanding citizens of Davidson County
- Names of historical significance

**Process for Naming:**

See SBOp 1.100- Naming of Facilities (Procedures)

***References/Authority***

SBOp 1.100- Naming of Facilities (Procedures)