

CITY OF CITY OF KINGSPORT, TENNESSEE

PUBLIC BUILDING, INFRASTRUCTURE, & FACILITY NAMING POLICY

- I. Purpose: This document outlines the policy of the City of Kingsport Board of Mayor and Aldermen with respect to the naming of public buildings, infrastructure, prominent public spaces, and facilities owned by the City of Kingsport;
- II. Authorization: Except as otherwise provided herein, the authority to name or rename all municipally owned public buildings, infrastructure, prominent public spaces and facilities ultimately rests with the City of Kingsport Board of Mayor and Aldermen. Any naming or renaming shall require adoption of a formal Resolution by the Board of Mayor and Aldermen authorizing such designation;
- III. Qualifying Name: In order to qualify for consideration, proposed names must relate to one or more of the following categories:
 - a. Geographic location to facility;
 - b. An outstanding feature;
 - c. Historic site, event or individual;
 - d. Names of local significance;
 - e. Names of individuals or organizations that have made a substantial contribution in service or substantial financial contribution for acquisition/development/construction;
 - f. Individuals recognized nationally or internationally as having made a significant contribution to the humanities, arts, science, or government;
 - g. Individuals or organizations that have made significant documented contributions to the city or the community at large;
 - h. Individuals from City of Kingsport who distinguished themselves in lifetime service or career over an extended number of years bringing pride, local, regional, state-wide or national recognition to themselves and City of Kingsport.

IV. Process:

1. In General: At its discretion, the City of Kingsport Board of Mayor and Aldermen may formally solicit and/or consider recommendations for the naming of public buildings, infrastructure, and facilities from:
 - a. City of Kingsport citizens;
 - b. Civic organizations or groups
 - c. Residents and businesses that are situated near, beside, or across from the public building, infrastructure or facility considered for naming;
 - d. Established boards and commissions of City of Kingsport including but not limited to the City of Kingsport Parks & Recreation Advisory Board and the City of Kingsport Regional Planning Commission;
 - e. City staff;
 - f. Other committees or groups that have an interest in public building, infrastructure, or facility;
 - g. Other entities or groups that the City of Kingsport Board of Mayor and Aldermen may consider or designate;
2. Consideration of the naming of public buildings, infrastructure, prominent public spaces, and facilities shall be considered no more than twice annually, which shall be presented to the Board during the first and third quarters of the calendar year, though the City Manager shall determine the specific meeting at which the recommendation shall be presented. However, the Board shall retain the discretion to give consideration to naming public buildings, infrastructure, prominent public spaces, and facilities at such other times as the Board deems advisable.

V. Naming of School Buildings and Facilities: Shall be the responsibility of the Kingsport Board of Education through whatever process is deemed suitable to the Board of Education.

VI. Sale of Naming Rights: The board may at times be asked to consider sponsorship of municipally owned public buildings, infrastructure, prominent public spaces and facilities which would include the sale of naming rights to third parties. Staff shall report to the board on the feasibility and advisability of the sale of naming rights giving consideration to the importance of the municipally owned public buildings, infrastructure, prominent public spaces and facilities to be sponsored, whether bond or grant money has been or will

be used to fund construction, renovation or improvement of the same, the third party desiring to sponsor the same, the consideration offered, duration of the naming right acquired, and other factors the board deems pertinent. If a sale of naming rights is deemed advisable the board shall enter into a contractual agreement for the sale of the naming rights which sets forth the necessary terms and conditions. However, in no event shall any naming right have an indefinite or perpetual duration.

- VII. Renaming: A request to rename public buildings, infrastructure, prominent public space, or facilities will be considered only under specific conditions and will be strictly evaluated to ensure that any change in name would not diminish the original name justification or discount the value of the original name;

Consideration may be entertained if any of the following apply:

- a. The name of an existing building, infrastructure, or facility from an earlier time no longer has relevance, significance or has been tarnished or diminished;
- b. The proposed renaming of a building, infrastructure or facility has a cross-section of community support based on the documented contributions the individual or organization has made specifically to the City, community, department, school or program;
- c. The overall process for renaming beyond what has been outlined in this section shall follow sections I-VI of this policy;

- VIII. Removal of Name: The City of Kingsport Board of Mayor and Aldermen reserves the right to remove a name associated with any public building, infrastructure, prominent public space, and facility owned by the City of Kingsport at any time if in the best interests of the City.

- IX. Policy Amendment: The City of Kingsport Board of Mayor and Aldermen may, in its discretion, establish or amend the process or procedure for the naming of public buildings, infrastructure, or facilities of the City of Kingsport.