



Hampshire Township Park District
390 South Ave.
Hampshire, IL 60140
847-683-2690

NAMING OF PARKS POLICY

The purpose of the “Naming of Parks Policy” is to provide consistent direction for naming park property and improvements within the Hampshire Township Park District. This policy and its criteria establish guidelines for evaluating naming requests, and final acceptance or denial of a naming request is under the ultimate responsibility of the Board of Commissioners, and may be based on guidelines not included within this policy. A list of features eligible for naming may be obtained from the office during normal business hours.

Any citizen, group, city official, or staff may request or recommend a name for a park, building, structure, feature or thoroughfare within designated park property. The proposed name is to be submitted in writing on an application form, with a letter of recommendation/support for the naming request from three individuals, to Executive Director or the President of the Board of Commissioners. All applications will be considered at the next regularly scheduled meeting of the Board of Commissioners. The individual or group making the recommendation shall be prepared to fully substantiate the details in the application at the Board meeting. Upon Board approval and recommendation, a dedication will take place within 90 days of approval, or in the case of a new park, within 90 days of completion of park construction.

The following criteria will be used when considering the selection of park-related names:

1. Any person living or deceased, who has made a significant contribution in support of the Hampshire Township Park District, the state or national park system, conservation of natural resources or in the recreation profession.
2. Any organization that contributed significantly toward improving the quality of life for the residents of the Hampshire Township Park District, state or national park, conservation of natural resources or the recreation profession.
3. The proposed name for any park building, structure, feature or thoroughfare within a park must be authorized by a sworn statement from the person whose name is being proposed, or if the person is deceased, the person’s immediate surviving family members. Organizations wishing to present a proposed name for any park building, structure or thoroughfare must submit a sworn statement signed by the current President and Secretary of said organization.

4. No park or recreation facility or property can be named after any public official currently holding office or person currently employed by the Hampshire Township Park District.
5. Names that would duplicate the name of another park, building or structure, feature, or thoroughfare within the Hampshire Township Park District will not be considered. Also, names that advocate or endorse religion, religious beliefs, possess obscene connotations, or demean or attempt to intimidate any individual or group based on race, ethnicity, age, gender, disability, or sexual orientation within the Hampshire Township Park District will not be considered.
6. Names other than individuals and organizations may be considered when submitting a proposed name for a park, park building, structure, feature, or thoroughfare within a park. Examples of other name categories may include historical, geographical, thematic, an ideal or type of usage (i.e. Teacher's Park, Hometown Heroes Park, Centenarian's Park).
7. The Board and staff will review and discuss the naming of park submittals during their regular monthly meeting. For all naming requests and applications, the quality and quantity of the material provided within the application, letters of recommendation and other supporting materials in relation to items 1 – 6 listed above will greatly aid the Board in making a decision; a sample application with supporting documentation has been attached to this policy. Upon consideration, the Board will seek a majority vote in favor or in not in favor of naming a park, facility, structure, feature or thoroughfare. The Board may direct/suggest staff to seek public input for the naming of parks, buildings, structures, features or thoroughfares within park property, particularly within the neighborhood in which the park is located, or to conduct public contests to choose a name. Exceptions to this policy may be considered upon recommendations by the Board.
8. Renaming: The intent of naming is for permanent recognition. It is recommended that efforts to change a name be subject to the most critical examination so as to not diminish the original justification for the name or discount the value of the prior contributors. Parks that have been named by deed restriction or purchase agreement shall not be considered for renaming.



HAMPSHIRE
Township
Park District

Parks Naming Application
Hampshire Township Park District
390 South Ave.
Hampshire, IL 60140
847-683-2690

Person completing application _____

On behalf of (person or organization) _____

Address of person completing application _____

Home phone number _____ Work _____ Cell _____

Suggested name _____

Park, location, facility to be considered for naming _____

Please explain why this name should be considered (please use back of application to attach additional sheets if necessary). _____

Please list the names of three individuals submitting letters of recommendation for the naming request, and attach all three letters to this sheet _____

If naming after a person, please verify that the person or his immediate family have been contacted: Person

Contacted _____ Phone Number _____

Date Contacted _____ By Whom _____

OFFICE USE

Date Received _____ Staff Initials _____

Request Verified by Staff _____

Schedule for Board Review Date _____ Action _____

Dedication _____ Name on Signage _____

Location of Park, Facility, Building, Thoroughfare _____