

CITY OF WORCESTER

DEPARTMENT OF PUBLIC WORKS AND PARKS

Parks, Recreation and Cemetery Division 50 Skyline Drive Worcester, MA 01605-2898

Paul J. Moosey, P.E.
Commissioner



Robert C. Antonelli, Jr., CPRP
Assistant Commissioner

(508) 799-1190
(508) 799-1293 FAX

Edward M. Augustus Jr., City Manager

PARKS & RECREATION COMMISSION

POLICY & PROCEDURE

PARK FACILITY NAMING

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I. PURPOSE

To outline the criteria and procedures for official naming of Park & Recreation Facilities in the City under management and control of the Parks & Recreation Commission.

II. PROCEDURE

1. The Parks and Recreation Commission at its first regularly scheduled meeting in September will determine whether a new, renovated or existing facility should be named. This will be decided by a majority of the commissioners present. Suggestions for names may be solicited from neighborhood Organizations, individuals, and citywide groups, and all suggestions, solicited or not, will be acknowledged and recorded for consideration by the Parks & Recreation Commission, and will notify through the media for one month that names for a facility are being sought, if applicable.
2. Individuals, organizations, and citywide groups must provide such historical or other supportive information as appropriate to justify the recommendation in 500 words or less. Complete verification and substantiation of any claims made by a petitioning group is required. The Parks Commissioner, for accuracy, will review this verification. Particular attention should be directed to the “outstanding volunteer efforts” section of number 5 of this policy.
3. The names brought before the Parks & Recreation Commission at a regular meeting which meet procedure #2 will be referred to the Commission’s Sub-Committee on Parks Facility Naming.
4. The Parks Facility Naming Sub-Committee will set up a Public Hearing in the specific neighborhood of that facility before the next Parks and Recreation Commission meeting.
5. The Parks Facility Naming Sub-Committee will meet within 10 days after the Public Hearing and recommend a name to be brought before the full Parks & Recreation Commission at a regular scheduled meeting.
6. The full Parks & Recreation Commission will vote at a regular scheduled meeting to decide the naming of a Parks & Recreation Facility from the names submitted to it that have followed all procedures and meet the criteria set forth. The Parks and Recreation Commission must have a 2/3 vote of its members to name or change the name of a facility.

III. POLICY

1. The naming of parks, recreation areas and facilities should be approached with caution, patience and deliberation, and with awareness that these actions will exert influence upon the total community for future generations.
2. To avoid duplication, confusing similarity or inappropriateness, the Commission in considering name suggestions shall review existing facility names in the park system.
3. Consideration in naming parks facilities shall be given to geographical location, historical or cultural significance, or natural and/or geological features.
4. Community Centers shall be named, wherever possible, for the geographic location that gives identity to the community.
5. No facility shall be named for a living person. Exceptions may be considered when a significant contribution of land or money is made and the donor stipulates naming of the facility as a consideration of the donation., OR WHEN EXCEPTIONALLY OUTSTANDING VOLUNTEER EFFORTS WHICH DIRECTLY BENEFIT PARKS DEPARTMENT FACILITIES AND/OR PARKS AND RECREATION PROGRAMS WOULD SO JUSTIFY.
6. There shall be a time lapse of no more than two (2) months between the receipt or a name proposal and the final recommendation on its adoption unless extenuating circumstances.
7. Portions of a facility may have a name other than that of the entire facility.
8. Timing is of the essence in naming facilities, since temporary designations tend to be retained. In the development of facilities requiring naming, a name shall be designated whenever possible prior to construction of the improvements.
9. A name once adopted, should be bestowed with intention that it will be permanent, and changes should be strongly resisted.
10. The policy may be amended by a two-thirds vote of the Parks & Recreation Commission.
11. Parks & Recreation Commission and all appropriate Public Officials should be invited to Dedication Ceremonies.

Parks and Recreation Commission Approval Record

1. Clarification on Policy #5, voted 7-0 on 1/21/99.
2. Clarification on Procedure #1, first line, #2 last line, and #6 last line were voted 7-0 on 6/1/99.
3. Clarification on Procedure #1 first line voted 6-0 on 11/18/99.
4. Voided Policy #11 voted 6-0 on 11/18/99.
5. This was policy was reviewed and approved by the Parks and Recreation Commission on February 16, 2012.