<table>
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<tr>
<th>Name of Policy</th>
<th>Policy for the Naming of Buildings, Facilities and Spaces</th>
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<tr>
<td>Description of Policy</td>
<td>This policy provides a consistent and transparent framework for the naming of a building, facility or space.</td>
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<th>New Policy</th>
<th>Revision</th>
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<tr>
<th>Date of Original Approval</th>
<th>13 May 2008</th>
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<td>Review Date</td>
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<td>Approved By</td>
<td>Core Planning Group</td>
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<td>Officer Responsible</td>
<td>National Director, University Relations and Foundation</td>
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<td>Contact Officer:</td>
<td>National Manager, Fundraising</td>
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POLICY FOR THE NAMING OF BUILDINGS, FACILITIES AND SPACES

Introduction

ACU National, like all universities, has a long-standing practice of commemorating important links, events and individuals through the naming of buildings, facilities and spaces. Thus, there are names associated with:

- a site’s history, e.g. Signadou Campus
- notable Catholic identities, e.g. Edward Clancy Building
- a University or academic association, e.g., Leone Ryan Auditorium
- functional names, e.g. Central Hall.

The naming of a building, facility or space is a significant, highly visible and enduring honour not to be given lightly. This policy provides a consistent and transparent framework for such decisions and to ensure strategic development opportunities are realised.

This policy is one in the suite of inter-related policies adopted by the University to guide its fundraising and development activities and should be read in that context. The full suite can be found in Section 11 of the Manual of Administrative Policies and Procedures here: http://my.acu.edu.au/38271.

1. Decision-making

   a) The Senate shall approve the naming of buildings, facilities and spaces that comprise the external fabric of the University unless it has otherwise delegated some or all its powers:

   b) The Vice-Chancellor may approve the naming of facilities and spaces that comprise the internal fabric of the University and may refer a specific proposal to the Senate at her/his discretion, but the Senate will be notified of all decisions.

   c) No proposal, offer or invitation regarding naming may be made without prior consultation with and support of the Fundraising and Development Office to ensure consistency with University policy.

2. Opportunities

   a) Aside from buildings, other opportunities for facilities and spaces that could be named include internal or external building features, such as a wall, building foyer, rooms and significant entrances; a new wing to an existing building; lecture theatres; seminar, reading and common rooms; campus gateways, internal roads, gardens, walkways and ovals. This list is indicative, not exhaustive.

   b) Facilities and spaces within a named building may also be named. Such names need not have any association with or link to the person or organisation honoured in the name of the building.
3. **Types of Names**

a) University buildings, facilities and spaces may be known by either
   i. functional names; or
   ii. non-functional names, including naming after a person or organisation (including a company).

b) A building, facility or space may be named after a person or organisation where
   i. that person is of academic eminence and has made an outstanding contribution to their field of study; or,
   ii. that person or organisation has made an outstanding contribution to the development of the relevant School, Centre, Faculty, Campus, or the University overall; or
   iii. a substantial benefaction has been made by that person or organisation, or a person or organisation associated with them.

c) A building named after a person or organisation may include a functional descriptor to help clarify the location or purpose, e.g. ‘the Forbes Student Centre’.

d) As a general rule, buildings, facilities and spaces should not be named after persons still in active association with the University, or who might again become associated in the future, as such proposals should be considered on the basis of the person's full contribution to the University.

e) The names of buildings with non-functional names generally shall not change during the life of the building. Where a building is named after a person, the name may be retained in the event that there is a change in the School, Faculty or organisational unit occupying that building.

f) If a named building, etc is demolished through the passage of time or as a result of accident or natural disaster, the University is not obliged to retain the use of that name in any replacement or new building.

4. **Substantial Benefaction**

a) In this policy, a ‘substantial benefaction’ means an amount of at least 50 per cent of the total project cost for the construction or refurbishment of the building, facility or space, or a greater or lesser amount otherwise nominated by the University.

5. **Period of Naming**

a) Where naming occurs to acknowledge a significant benefaction, the naming shall apply for a minimum of fifteen years, or until the building, facility or space is refurbished, whichever occurs sooner. After that event, the name may be changed.

b) In all other cases, the period shall be at the University’s discretion.

c) Notwithstanding (a) above, the University may enter into an agreement for a lesser period.
6. **Consistency with Mission**

   a) The person or organisation to be honoured through naming must not be or have been engaged in, or associated with, activities which are inconsistent with the University’s Mission and values.

   b) The University may withdraw the use of a name for a building, facility or space where it judges that subsequent events or information indicate that the use of that name would be inconsistent with its Mission and values, even if the period of the naming has not expired.