

TOWNSHIP OF LOWER MERION
Board of Commissioners

Policy: Parks and Facilities Naming Policy

Effective Date: June 16, 2010

Purpose: To provide a uniform and consistent process for naming Township owned and operated parks, recreational areas and facilities.

It shall be the policy of the Lower Merion Township Board of Commissioners to review and approve names for Township parks and recreation facilities using the following criteria:

I. Criteria

- A. The name of a park or recreation facility should, if possible, have geographic, historical, botanical, or agricultural significance. The significance of the name should be recognized and known in the area or neighborhood in which the park is located and if possible, generally recognized and known throughout the Township.
- B. A park or recreation facility should only be named after an individual if one of the following examples applies:
 - The park was acquired by means of a substantial gift or donation by an individual, family, organization or corporation. Such gifts or donations may carry a stipulation, if acceptable to the Board of Commissioners, that a certain name is used to identify the park or facility.
 - An individual has made a substantial contribution in terms of volunteer services, providing a broad recreational or environmental benefit to the residents of Lower Merion Township. In most instances, the person should be honored posthumously.
 - It is determined that an individual or family had a significant historical impact on the Township.
- C. A park or recreation facility should not be named after a person whose contribution to the park system was or is a part of that individual's normal duties as an employee of the Township. An exception may be made for former employees who have contributed volunteer services of an exceptional nature beyond their normal duties.

- D. A park or facility name should be of reasonable length and easy to pronounce and spell, so it will be readily used and easily displayed. Names that are controversial should be avoided.

II. Procedure

- A. The Department of Parks and Recreation will encourage input from civic associations, community groups and other groups having special knowledge of the individual or area when considering a proposal to name or re-name a park, recreational area or facility.
- B. Testimonials, record of volunteerism and/or appropriate documentation should be presented to substantiate a proposal.
- C. The selection of a park name should occur during the acquisition or development processes, or at an appropriate time for the situation.
- D. To avoid duplication and confusion, all proposed names for parks or recreation facilities should be checked against a master list of other park and facilities names found in the Township.
- E. Names shall be submitted to the Department of Parks and Recreation for review. Upon confirming that the request meets these guidelines the proposal to name the park or facility shall be discussed by the Parks & Recreation Committee at which time public comment shall be received.
- F. Upon completion of the public comment period, a Parks and Recreation Committee recommendation shall then be forwarded to the Board of Commissioners for their approval.

III. Name Changes

- A. Once given, a name should be as enduring as the property itself. Therefore, a park or facility name should be selected with the intention that it will be permanent.