

Facilities Planning Committee
Los Angeles Community College
Room Name Change Policy

This policy is to establish a process for which an existing room can go through a name change. All name changes must be in compliance with the LACCD Board Rules on Room Naming, Article VIII. Please review the rules before starting this process:

<https://www.laccd.edu/Board/Documents/BoardRules/Ch.II-ArticleVIII.pdf>

The College cannot name a room after a person or group unless a significant donation or contribution is made to the college as outlined in Article VIII of the LACCD Board Rules.

New signage needs to be reviewed by the Facilities Planning Committee and match the style, font and size of the current building signage, and comply with American Disabilities Act (ADA) standards.

Process:

1. Faculty or staff of a department or division may submit a room name change.
2. Room name change request must be submitted in writing to a Facilities Co-Chair to be placed on the Facilities Planning Committee agenda.
3. Written request needs to include:
 - Location and name of the room
 - Requested name new name
 - Justification for the name change
 - Documentation of agreement within the discipline, department or division, including the room and building users
 - Estimated cost to changing the signage
 - Budget resource explanation
4. Facilities Planning Committee will review and discuss the request at the next scheduled meeting, the person making the name change request or representative is required to be present at the meeting for questions.
5. If the room name change is approved the committee will forward the motion to College Council for further review and approval.
6. The College President gives final approval at the College level.
7. If the room name change warrants proceeding to the LACCD Board of Trustees as described in Article V, Chapter III LACCD Board Rules:

“B. Parts of buildings or particular areas (wings, classrooms, patios, gardens or other identifiable features) may be named by action of the Board of Trustees on recommendation of the College President:

1. To recognize distinguished service to the LACCD and /or the community;
2. In memoriam to an individual or family that has contributed in some manner to the community, state, or nation;
3. As recognition for a donation, usually of an amount that equals or exceeds 50% of the cost of the specified building feature to be named. Any action naming a part or particular areas of a building after a forprofit entity, not an individual or family, when LACCD tax exempt bonds or certificates of participation proceeds are used to finance or improve the building construction or major renovation shall require consultation with LACCD Bond Counsel prior to authorization of the board action.”

then the request is forwarded to BOT for completion of the approval process.