

City of Gladewater

Ball Park Advisory Board

Naming of City Ball Parks and Recreation Facilities Policy Standard Operating Procedure

- PURPOSE:** To establish a fair and systematic method for the determination, implementation and naming of city ball park and recreation sites and facilities.
- GOAL:** To ensure the Ball Park Advisory Board will accept input from the general public for the naming of city ball park and recreation sites and facilities.
- POLICY:**
1. For new city ball parks and recreation sites and facilities, the Ball Park Advisory Board will advertise and post the naming of such sites and facilities at the following locations:
 - (A) Posted in Gladewater City Hall, 519 East Broadway Avenue
 - (B) Paid advertisement and press releases in the Gladewater Mirror
 - (C) City of Gladewater website
 2. For existing city parks and recreation site and facilities, the Ball Park Advisory Board will not advertise or post the naming of such sites and facilities. The names for such sites and facilities may be submitted at any time to the City of Gladewater for consideration.
 3. The names of all city ball park and recreation sites and facilities shall be determined in accordance with the requirements set forth herein:
 - (A) Existing city parks and recreation sites and facilities may retain the name which is currently in use or has been historically accepted through common usage.
 - (B) New or existing ball park and recreation sites and facilities may be named:
 - (1) For the neighborhood, community, district or region in which the park, site and recreation facility is located; or
 - (2) After the primary street which it abuts;
 - (3) To describe the purpose and function of the facility.
 - (C) In exceptional cases, a new or existing city ball park and recreation site and facility may be named for a person or historical event of significance to the City of Gladewater. In cases where the city ball park and recreation site and facility is named for an individual, that person may be deceased and / or retired and must meet one or more of the following criteria:
 - (1) Said person has a significant association with the city ball park and recreation sites and facilities; or
 - (2) Said person has contributed significantly to the community or area in which the ball park, site, or recreation facility is located; or
 - (3) Said person has achieved significant recognition historically on the City, County, State, national, or international level, including being honored for services with the armed forces of the United States of America; or

- (4) Said person is or was a resident of the City of Gladewater and / or significantly involved in Gladewater youth sports associated with said city ball parks and recreation sites and facilities.

(D) Written criteria for the naming of city ball parks and recreation sites and facilities shall include:

- (1) Naming suggestions.
- (2) Must state the name of the person making the suggestion.
- (3) Must state the reasons for supporting the suggestion including the criteria met as defined in 3.C., if applicable.

4. Review of submitted names:

- (A) The list of names will be reviewed by the Ball Park Advisory Board and will be submitted to the City of Gladewater if the city ball park and recreation sites and facilities require city approval.
- (B) The Ball Park Advisory Board will make a final recommendation and approve or deny the presented suggestions. The list of suggested names will also be forwarded and documented for City of Gladewater records.

5. Final selection of a name:

- (A) The list of names recommended will be reviewed by the Ball Park Advisory Board at one of their regularly scheduled meetings. The Ball Park Advisory Board will make the final selection.
- (B) There will be a formal resolution drafted of the final name selected and present it to the Ball Park Advisory Board for formal adoption at the next scheduled meeting.
- (C) The Ball Park Advisory Board will schedule a dedication ceremony.

Amended: **May 27, 2015**

John Mackey,
Chairman

Attest:

Colt Edwards,
Secretary