

Allegany County Board of Education
Facility Naming Rights Information/Application

Policy Statement:

The Allegany County Board of Education recognizes the importance of outstanding contributions and community service in an effort to support education. All proposed honorary names of any portion of facilities or properties owned or operated by the Allegany County Public School System (ACPS), must be approved by a vote of the Board of Education prior to naming. Before proceeding with any naming, all circumstances surrounding the naming must be carefully considered, including the overall benefit to the school system and the school or facility, whether the name is and will continue to be a positive reflection on the ACPS, and whether the name is in accordance with the purpose and mission of the ACPS. *Please refer to complete board policy: File FFB, FFB-R1-3*

Application Process:

1. Complete Application for Naming Rights and submit completed application, along with all required documentation to the Allegany County Board of Education either by email or by mail to **kathy.robinette@acps.k12.md.us**

Allegany County Board of Education
Office of the Superintendent- Naming Rights
108 Washington Street
Cumberland, MD 21502

2. Submitted applications will be reviewed by a committee appointed by the superintendent . The naming rights committee will make recommendations to the elected Board of Education for approval/modification/rejection. Applicants will be notified in writing once a determination is made. The elected board of education reserves the right for final determination of approval/modification/rejection.

3. Applicants that meet all the requirements for naming of facilities will enter into a written "Naming Rights Agreement" with the Allegany County Board of Education prior to final approval by the elected Board of Education at a public meeting. The naming rights agreement will stipulate the conditions associated with the naming right and the term of the naming right.

4. In regard to the physical placement of signs, plaques, or any items that are to be placed either internally or externally on any building or property surface owned by the public school system, the elected Board reserves the right to set certain specifications in regard to size, design, and consistency of materials to be used for any such type of placement. Furthermore, the Board reserves the right to choose or approve a contractor with expertise in installing such type of materials for both internal and external surfaces. The cost of such installation will be negotiated in the written agreement between the Board of Education and the applicant.

Allegany County Board of Education
Application for Facility Naming Rights

Date of Application _____

This form contains fields that can be typed and then printed

Instructions:

Individuals or organizations seeking to secure naming rights for facilities within the Allegany County School System need to provide all requested/required documentation within the application. Completed applications are to be returned to the Superintendent's Office. Applications will be reviewed by the Superintendent and the elected Board of Education for final approval.

SPONSOR INFORMATION:

1. Name(s) of Individual(s) Requesting Naming Rights: _____

2. Name of Organization (if applicable) Requesting Naming Rights: _____

3. Contact Address _____

4. City _____ 5. State _____ 6. Zip _____

7. Email Address _____

NAMING INFORMATION:

8. Facility Name/Location Requested for Naming Rights: _____

9. Person/Business Name (to be honored/recognized) _____

10. Please mark the "type" of contribution you are requesting to make? Cash Equipment In Kind/Other

11. If you marked (Equipment or In-Kind/ Other) please specify: _____

12. Cash contribution amount or value of item to be donated: _____

11. Will the full amount of the pledged cash donation be made in one installment? YES NO

12. If "No" to answer #11, please specify time frame for full donation:
(example: \$10,000 per year for 5 years for a \$50,000 donation) _____

13. Please specify exactly what type of naming right you are requesting for the donation your are making
(examples: plaque placement, sign placement, name of facility structure, drawing/rendering etc)

14. Please provide any information about the "nominee"/business entity in regards to special contributions that have been made by individual's/business to the public school system and/or community at large: *(This information will help the Board decide on the value/importance of designating naming rights of a structure/location to an individual/business entity)*

15. Please provide any other additional information pertinent to this request:
