

**Instructions** for completing the “Request to Name/Rename a Building” form (not associated w/naming for an individual, corporation, foundation or organization)

**Naming of functional buildings on the University of Georgia campus**

It is important that all functional buildings on the University of Georgia campus be named in a consistent manner so that they are reflected accurately in University maps and publications. The following procedural steps to should be followed for naming functional buildings on the University of Georgia campus:

- a. Detail the request on the attached, “Request to Name/Rename Building,” form which includes a brief justification for the naming;
- b. Submit the form to the appropriate dean, unit director, associate vice president or vice president for approval;
- c. Forward to the Vice President for Finance & Administration;
- d. Final approval shall be given by the Provost, VP for F&A and VP for D&AR.

Upon final approval, the Office of the Vice President for Finance & Administration will coordinate with other campus departments to ensure that the new building name is reflected in all records and publications.

You may fill in this form online, then print and sign it. A searchable link to the database of UGA building names and numbers can be found at the “Facilities - Building Lookup Reference” link on the Office of Institutional Research website:

[https://facts.oir.uga.edu/oirpub/Facil\\_Bldg-Lookup-R.cfm](https://facts.oir.uga.edu/oirpub/Facil_Bldg-Lookup-R.cfm)

Send completed form to:  
Office of the Vice President for Finance & Administration  
230 Administration Building

Questions? Call OVPFA at 542-136



UNIVERSITY OF  
**GEORGIA**  
Finance & Administration

**Request to Name/Rename a Building**

(not associated w/naming for an individual, corporation, foundation or organization)

Date: \_\_\_\_\_

Point of Origination: Name: \_\_\_\_\_

Department: \_\_\_\_\_

Current building name (if applicable): \_\_\_\_\_ Building no.: \_\_\_\_\_

Proposed name: \_\_\_\_\_

Justification (can be attached as separate document if desired):

\_\_\_\_\_  
Faculty/Staff Requestor (print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Dean or Director (print name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Assoc. Vice President/Vice President (print name)

\_\_\_\_\_  
(Signature)

**Please transmit to: Office of the Vice President for Finance & Administration  
230 Administration Building**

**Office use only**

\_\_\_\_\_  
VP for Finance & Administration

\_\_\_\_\_  
Sr. VP for Academic Affairs and Provost

\_\_\_\_\_  
VP for Development and Alumni Relations

**Please return to OVPFA when signed.**

Abbrev: \_\_\_\_\_

Copied to requestors, Public Affairs, Facilities Mgmt., Inst. Research, Campus Mail and OUA \_\_\_\_\_ (date)