

Instructions for completing the "Request to Name/Rename an Interior Space" form in recognition of an individual, corporation, foundation or organization.

Naming of interior spaces on the University of Georgia campus

The president of an institution is authorized to name, without prior approval of the Board of Regents, interior spaces and academic units subordinate to colleges and schools, such as departments. The president is also authorized to remove such names. The term "interior space" includes rooms, hallways, floors, and features, as well as other enclosed or conditioned space(s) within buildings.

It is important that all interior spaces on the University of Georgia campus be named in a consistent manner so that they are reflected accurately in University records and publications.

The following procedural steps should be followed to initiate a naming request on the University of Georgia campus:

- A. Detail the request on the "Request to Name/Rename an Interior Space" 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 Development and Alumni Relations for review and confirmation that philanthropic giving criteria have been satisfied;
- D. Forward for physical facilities review by Finance & Administration;

The Secretary of the University Cabinet will present for Cabinet approval.

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

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

Questions? Call OVPFA at 542-1361



**UNIVERSITY OF
GEORGIA**
Finance & Administration

Request to Name/Rename an Interior Space

(in recognition of an individual, corporation, foundation or organization)

Date: _____

Point of Origination: Name: _____

Department: _____

Building name (if applicable) _____ Building no.: _____

Current interior space name (if applicable): _____ Room no.: _____

Proposed name of interior space: _____

Naming based upon: ☐ outstanding service ☐ philanthropic giving ☐ both

If naming for an individual, the person is: ☐ living ☐ deceased

Name of person to be honored: _____

Name of donor(s), if different from honoree(s): _____

Have Honoree(s) or Donor(s) been notified of these intentions?: _____

Contributions and/or outstanding/meritorious service to institution (can be attached as separate document if necessary):

Biographical Information on Donor(s) [if different from honoree(s)] (can be attached as a separate document if necessary):

If specific financial gift is basis for proposed naming, what is the amount? _____

If gift is pledged, fund amount received to date and terms _____

Faculty/Staff Requestor (print name)

(Signature)

Dean or Director (print name)

(Signature)

Assoc. Vice President/Vice President (print name)

(Signature)

Reviewed by (initials):

Development and Alumni Relations

Finance & Administration

(Confirms philanthropic giving criteria have
been satisfied, required regardless of basis of naming)

Presentation to University Cabinet

Meeting date: _____

Approved: ☐Yes ☐No

Secretary, University Cabinet (print name)

(Signature)

Following Cabinet consideration, please transmit copies to:

- ☐ **Originating office**
- ☐ **Office of the Vice President for Development and Alumni Relations**
- ☐ **Office of the Vice President for Finance and Administration**