

**SPRINGFIELD TOWNSHIP, MONTGOMERY COUNTY, PA
PARKS AND RECREATION DEPARTMENT
PARKS, OPEN SPACE, TRAILS AND FACILITIES NAMING / RENAMING POLICY**

I. PURPOSE

This policy outlines a systematic and consistent procedure for processing and reviewing requests for the naming or renaming of Springfield Township parks, open space, trails and facilities. The Parks and Recreation Department will follow this policy while processing requests to name or rename parks, open space, trails and facilities.

II. OBJECTIVE

1. Ensure that Township parks, open space, trails and facilities are easily identified and located.
2. Ensure that names appointed to parks, open space, trails and facilities are consistent with the values of Springfield Township founded on community history, geography, environmental, civic, and services specific to the Springfield Township community.
3. Provide criteria for the process of naming parks, park areas or park facilities.
4. Provide opportunities for public input.

III. DEFINITION

Parks, open space, trails and facilities – includes all property assets under Township ownership and Parks and Recreation Department control including buildings, structures, open spaces, public parks, natural areas, wetlands, environmental habitat and land.

IV. NAMING AND RENAMING CRITERIA

All requests to name or rename a park, open space, trail or facility must align with one of more of the following criteria:

1. Geographically significant names descriptive of the location or significant geographic feature including flora, fauna, etc.
2. Geographically significant location with respect to adjoining neighborhood, subdivision, significant areas, etc.
3. Historically significant element such as industrial trade, historic family, farm, creek or reservoir of historical or cultural significance to Springfield Township.

4. Outstanding accomplishments by an individual for the good of the community. Quality of the contribution should be considered along with the length of service by the individual – this to be fully substantiated by person making recommendation.
5. Any individual who provided an exceptional service in the interest of the park system as a whole. Typically, while serving in a public office, public officials should not be considered as a candidate for naming.
6. Organization or individual that contributes significant funding that underwrites the cost of renovation or construction of Township property. Financial underwriting shall be broadly defined as substantial monetary contributions that completely or significantly enable Township projects such as construction of major parks, buildings or property acquisition. This may include monetary gifts and/or grants that leverage federal, state and local funding for such projects or complete donation of land.
7. Parks and facilities that are donated to the Township can be named by the donor. The naming and acceptance of land is subject to approval by the Park and Recreation Advisory Committee and the Township Board of Commissioners.
8. Naming may not conflict with public grant funding policies established by state and/or federal grant funding programs.

V. NAMING EXCLUSIONS

1. Naming associations with tobacco, alcohol, contraceptives, religious organizations, political candidates or adjudicated felons are prohibited.
2. The dedication of small park amenities with an identifiable lifespan and not intended to be permanent such as fixed park benches and tables shall be addressed under a separate parks policy.

VI. PROCEDURE

All person(s) or groups requesting the naming or renaming of a township park, open space, trail or facility must follow the following procedure.

1. Request for naming new or renaming existing Springfield Township parks, open spaces, trails and facilities must be submitted in writing to the Director of Parks and Recreation. The letter must include contact information for the person(s) or group requesting the naming or name changing of a park including address and day and evening contact numbers.
2. Request must include in detail the reasons for the suggested naming or renaming of a specific Springfield Township park, open space, trail or facility.

3. Upon receipt the request and all associated paperwork are to be forwarded to the office of the Township Manager for initial review.
4. After being reviewed by the Managers' office, the request will be reviewed at the next regularly scheduled Parks and Recreation Advisory Committee meeting.
5. Upon review by the Parks and Recreation Advisory Committee, the request and a recommendation will be forwarded to the office of the Township Manager.
6. The request will be reviewed at the next weekly scheduled Staff meeting.
7. The Township Manager will schedule a review of the request at a future Board of Commissioners' work shop meeting.

VII. PARK RENAMING

Critical examination will be conducted to ensure that renaming will not diminish the original justification for the name or the prior contributors. Renaming will follow the same procedures as naming the Township Park, open space, trail or facility.

1. Only parks and facilities named for geographic location, outstanding feature or subdivision should be considered for renaming.
2. Parks and facilities named after individuals shall not be changed unless it is found that because of the individual's character the continued use of their name would not be in the best interest of the community.

VIII. NOTICE

Waiting Period to Receive and Review Public Comment will proceed as follows:

After the review by the Board of Commissioners' is completed there will be a waiting period of sixty (60) days for receipt and review of public comment. Upon completion of the review of public comment the requestor will be notified of the Board of Commissioners' decision through the office of the Township Manager. The Board of Commissioners reserves the right to revoke the name of any Township park.