

## Lunenburg Park Commission Naming & Dedication Policy

The Lunenburg Park Commission may choose to name or dedicate an appropriate area to honor an exceptional community member who has shown exceptional dedication to our parks system, embodied excellence in community service, and contributed to local parks and recreation, or at a state and/or national level as well.

This policy applies to all areas within the Lunenburg parks system, including but not limited to overall park grounds, fields, trails, paths, playgrounds, courts, wooded areas, viewing platforms, concession stands, buildings, and any other facilities or areas that fall under the management and jurisdiction of the Lunenburg Park Commission.

The Park Commission reserves the right to determine which facilities or areas are eligible for naming or sponsorship opportunities and will ensure that any naming or sponsorship aligns with the mission and values of the parks system.

The Lunenburg Park Commission believes that naming a new facility or part of an existing facility is a matter that requires careful consideration and support from the local community. Facilities that are currently named will stay as such for the duration of that facility's existence, except in extraordinary circumstances where new facts of a negative nature are brought forward, documented, and verified by the Park Commission. This policy applies only to new facilities and appropriate areas in existing facilities and grounds. In all instances, a unanimous vote of the Park Commission is required.

The purpose of this policy is to provide consistency and uniformity in the naming of public parks and park facilities. The name of a public park or park facility should be an appropriate representation and reflection of the park or park community.

### Criteria:

1. A facility may be named after a geographic location.
2. A facility or space will be considered to be named after a person five years posthumously except under extraordinary circumstances as determined by the Park Commission. The Park Commission will make determinations on a case-by-case basis and will include such factors as, but not exclusive to: moral character, leadership, volunteerism, community contribution, and/or historical significance.
3. Appropriate signage and/or plaque with the name and other information commemorating that individual's contribution must be approved by unanimous vote of the Park Commission prior to its creation and subsequent installation.

In addition to the criteria listed above, the Lunenburg Park Commission may also consider naming facilities or areas through sponsorship opportunities. These opportunities may allow local businesses, organizations, or individuals to support the parks system through financial contributions in exchange for naming rights.

The naming of a park facility or area through sponsorship will be considered on a case-by-case basis and will follow the same criteria outlined in this policy for naming after individuals. The Park Commission will ensure that any sponsorships align with the values and mission of the Park Commission and will not detract from the overall quality and experience of park users.

Any signage or plaque related to a sponsored naming must clearly indicate the sponsorship and be approved by unanimous vote of the Park Commission prior to its creation and subsequent installation.

The purpose of offering sponsorship opportunities for naming is to generate additional support and funding for the parks system, while also providing recognition for businesses, organizations, or individuals that are committed to enhancing the community through parks and recreation.

## Memorial / Dedication Policy

The Lunenburg Park Commission recognizes that many individuals and families may wish to make donations in memory of a loved one or to honor a special occasion. The Park Commission welcomes these donations and has established the following policy to ensure that all memorial donations are managed in a respectful and responsible manner.

1. **Types of Donations:** The Lunenburg Park Commission accepts monetary donations in memory of individuals, as well as donations of park benches, trees, or other items that can be dedicated in memory of a loved one.
2. **Eligibility:** All donations will be considered, but the Park Commission reserves the right to determine whether a particular donation is appropriate and consistent with the values and mission of the parks system.
3. **Dedication:** Donors may request that a donated item be dedicated in memory of a loved one or to honor a special occasion. The Park Commission will work with the donor to ensure that the dedication is appropriate and consistent with the values and mission of the Park Commission.
4. **Location:** The Park Commission will determine the most appropriate location for a donated item based on factors such as the type of item, the location of the donor's choice, ongoing maintenance, and the availability of space within the requested park.
5. **Maintenance:** The Park Commission will be responsible for the maintenance and upkeep of all donated items, including benches, trees, or other structures. The Park Commission will make every effort to ensure that donated items are maintained in good condition and that the dedication is preserved over time.
6. **Recognition:** The Park Commission will acknowledge all memorial donations in an appropriate manner, such as through a plaque or other form of recognition. The Park Commission will work with the donor to determine the most appropriate form of recognition.

The Lunenburg Park Commission recognizes that some donations may require approval from other boards or commissions, such as the Planning Board or the Conservation Commission. The Park Commission will work with the donor to ensure that all necessary approvals are obtained before accepting the donation.

It is important to note that the Park Commission can only grant permission for memorials on parks or recreation areas that fall under the Park Commission. The Park Commission cannot grant permission for memorials on property that is managed by other entities or private property.