



City of Saint Joseph, MO

Parks, Recreation & Civic Facilities

Parks and Park Facilities Naming Procedures

1. *Applications.* Applications can be obtained on the City's website, City Clerk's Office in City Hall, and the Parks, Recreation & Civic Facilities administrative offices located at 1920 Grand Avenue.
2. *Submission.* Names must be submitted to the Parks & Recreation Board through the director of parks, recreation, and civic facilities, together with a description of the eligibility, a narrative explanation of the reason for the submission, and signatures of at least 250 people, aged 18 or older and a resident of St. Joseph, who support the submission. The submission should also describe financial contributions the submitter and supporters will provide for signage or commemorative materials related to the renaming. All submitted material should be provided to the Parks & Recreation Board by the director.

Parks, Recreation & Civic Facilities Administrative Office
1920 Grand Avenue
St. Joseph, MO 64505
Open: 8:00am-5:00pm Monday through Friday
3. *Parks & Recreation Board Meeting.* Applicants will be notified of the date and time of the Parks & Recreation Board meeting when submitted requests will be considered. Applicants are encouraged to attend the meeting to respond to questions from the board members.
4. *Recommendation.* The Parks & Recreation Board's recommendation will be submitted to the city council to consider any naming. Final naming or renaming shall be subject to city council approval by ordinance or resolution.
5. *Future names.* Designation of a name shall not prohibit renaming of the park or park facility at a future date, the designation of a sunset for the name at the time of approval, or the removal of a name. Parks and park facilities named after individuals shall not be changed unless changed by an ordinance of the city council.
6. *Program rules.* The director of parks, recreation, and civic facilities has authority to establish other reasonable rules related to naming parks and park facilities and may reject any application that is not suitable or does not appear to be of a genuine nature.
7. *Sponsorships.* The process described herein does not apply to the temporary naming of a facility in exchange for a monetary contribution for sponsorship.
8. *Signage.* Upon passage of the resolution by the City Council, staff will proceed with obtaining the necessary signage to be installed. All financial contributions described in the application must be received before signage may be installed.



City of Saint Joseph, MO

Parks, Recreation & Civic Facilities

Parks and Park Facilities Naming Criteria

Board consideration. All parks and parks facilities that are named or renamed shall be presented to the Parks & Recreation Board to consider and make a recommendation regarding the naming or renaming of any park or parks facility. The naming of parks and park facilities shall be approached with caution, patience, and deliberation.

Naming association. Any proposed park or park facility name must be associated with the following:

1. The geographic location of the property or facility.
2. The property or facility purpose.
3. Natural or geological feature within the city.
4. A person or organization that contributed significantly to the acquisition or development of the property to be named; this can include either the contribution of real property or substantial monetary contribution toward acquisition and/or development of the property (typically not less than 50 percent of the value of the property or improvements).
5. Outstanding accomplishments by an individual or organization for the good of the community.
6. A person or organization who provided an exceptional service to the city when parks or park facilities are named after a person or organization, the quality of the contribution along with length of service should both be considered.

Eligibility. The following eligibility criteria apply:

1. **Public officials.** While serving in a public office, public officials shall not be considered as a candidate for naming.
2. **Living individuals.** Parks or parks facilities shall not ordinarily be named for a living person unless stipulated by a donor as a condition of the donation; when considering naming a City property after an individual, a period of at least 2 years shall have passed following the death of such person to allow perspective and an appropriate period of reflection.
3. **Historic events.** Parks or park facilities shall not ordinarily be assigned a name that is related to a historical event or individual accomplishment until at least 1 year following the date of the event or accomplishment.
4. **Deed restrictions.** Parks or park facilities that have been named, or retained names, by deed transferring property to the City shall not be eligible for renaming.



City of Saint Joseph, MO Parks, Recreation & Civic Facilities

Parks and Park Facilities Naming Application

Name of Applicant: _____

Address of Applicant: _____

City, State, Zip: _____

Email and/or Phone No: _____

Park or Park Facility

Present Property/Facility Name _____

Proposed Property/Facility Name _____

Location of Property/Facility Proposed Naming:

Reason for Proposed Naming: (please attach any additional documents to support required criteria separately)

Financial contributions applicant will provide for signage or commemorative materials related to the renaming: _____

Have met all criteria required for naming/renaming as outlined in criteria listing (Please check)

ALL CORRESPONDENCE RELATING TO THIS APPLICATION SHOULD BE SENT TO: (if same as above, just state same)

Full Name

Street Address, City, State, Zip Code

Phone Number

For Office Use Only

Application Accepted By: _____

Date Filed: _____

Park & Recreation Board Meeting Date/Location: _____

Parks and Park Facilities Naming Supporters

To the Parks & Recreation Board, City of Saint Joseph, MO:

We, the undersigned, respectfully support the naming or renaming of the following park or park facility. We, individually, signify with our name and signature, are at least aged 18 or older and a resident of the City of Saint Joseph, MO.

Present Property/Facility Name _____

Proposed Property/Facility Name _____

	Last Name, First Name, MI <small>(Printed Name)</small>	Signature	Address	Date of Signing
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Please add additional pages as needed to obtain the required 250 signatures.