

# Naming of Buildings Policy

## Section 1 - Purpose / Objectives

(1) This policy outlines the procedures which apply to the naming of buildings, parts of buildings and other physical features at Victoria University campuses and premises. The policy relates to the general naming of buildings and to any proposals to name buildings and features as a consequence of a donation, or to honour an individual or family.

(2) This policy does not related to the naming of professional positions, collections, schools, faculties, lecture series, etc.

(3) This policy was first introduced in 2009. Prior to then buildings and facilities were from time to time named in honour of distinguished individuals and staff but without a policy to inform decisions.

(4) The policy was introduced in order to provide rigor to responding to requests to consider naming buildings, rooms or specified areas on campuses in honour of long serving staff or members of the community.

## Section 2 - Scope / Application

(5) This policy is important to:

- a. Staff;
- b. Students;
- c. Visitors; and
- d. Contractors.

## Section 3 - Definitions

(6) For the purposes of this policy, the following definitions will apply:

- a. Buildings — Any permanent structure erected on VU campus or site;
- b. Facilities — Any gymnasium, lecture theatre, playing field, room, recreational space etc; and
- c. Features — Any courtyard, garden, walkway, external space etc.

## Section 4 - Policy Statement

(7) This policy applied to the common names given to buildings and features in a generic sense, eg. The Quadrangle, Eastern courtyard, Building S etc. as well as the naming of buildings and features in honour of an individual, individuals or a family because of either distinguished service or a significant donation to VU. No university building, part of building, space, or other physical feature may have a name applied to it other than via this policy and associated procedures.

## **Common Names**

(8) The primary purpose of naming buildings and features is to assist with the orderly administration and navigation of VU's campuses.

(9) Terms used should be simple, straightforward, primarily descriptive and assist students, staff and visitors to navigate VU campuses. Jargon and abbreviations based on internal conventions should be avoided. Where possible, facilities common to a number of campuses will have similar names. For example, a 'pedestrian walkway' at one campus should not be called a 'bridge' at another.

(10) As a general rule, in order to minimize confusion when functions relocate, building names are not to be linked to the functions housed in them eg, the Engineering Building. On the basis that individual room names are relatively easier to change, it is acceptable for certain rooms to be named with reference to their function.

## **Naming in Honour or Recognition**

(11) Buildings and features may be named in honour of an individual, individuals or a family for either of the following:

- a. Distinguished service which is significant in the history and development of the University.
- b. In recognition of substantial financial support to a particular facility or the University generally.

## **Distinguished Service**

(12) In order for a building or feature to be named in honour of an individual, individuals or a family the nominees must have:

- a. Demonstrated exceptional service to the University; and/or
- b. Provided exceptional support in the development and/or enhancement of the University; and/or
- c. Demonstrated achievements deemed to be important in the development, promotion or enhancement of the University.

(13) The naming of buildings and features in recognition of distinguished service will normally not apply to entire buildings.

(14) An individual being considered for such an honour must not have been in the employ of the University or held a position at the University for a minimum of five years prior to the naming.

## **Recognition of Substantial Financial Support**

(15) Naming of a facility will normally be considered when a significant contribution of the cost of that facility in cash or kind, is provided. Cash contributions may be a lump sum or via a payment schedule. Naming rights would not normally be given in relation to a commercial or quasi commercial agreement.

## **General Conditions**

(16) The following general conditions apply:

- a. Naming Conventions
  - i. The naming conventions associated with the Common Names given to buildings and physical features should be adhered to even when naming a feature in honour of an individual or family, etc.
- b. Duration
  - i. Common Names may be subject to change to reflect the administrative needs of the University.
  - ii. Naming rights bestowed in honour of distinguished service may be given in perpetuity but as a general

rule the naming rights would be for a fixed term.

- iii. Naming rights bestowed as a result of a significant donation would not normally be in perpetuity. The facility would usually be named for a period not exceeding 20 years. The actual term would be determined in consultation with the benefactor.

c. Terminations

- i. Victoria University reserves the right to withdraw naming rights at any time where it is considered that the reputation of the University will be compromised. Such recommendations must be approved by Council.

- ii. Naming rights may also be withdrawn in the following circumstances:

(17) At the request of the individual or in the event that the individual is deceased, at the request of the family (if there is no unanimity among the family the Vice-Chancellor will make a recommendation to Council as to the resolution of the issue).

(18) Duration of agreement reached.

(19) Any significant variations to the benefaction, whether at the instigation of the benefactor or VU.

(20) The facility is demolished or destroyed.

- iii. In circumstances where an individual changes their name or wishes to change the name of the feature, the University Council may elect to continue or terminate the naming rights.

## Section 5 - Procedures

- (21) [Naming of Buildings Procedure](#)

## Section 6 - Guidelines

- (22) Nil

## Status and Details

<b>Status</b>	Historic
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