

## SAMPLE BUILDING DEDICATION POLICY

The policy regarding building plaques is as follows:

### New Facilities Construction

The names of the Board members taking action to award the construction contract and those of the City Manager/City Administrator, the architect and general contractor shall be engraved on a permanent plaque affixed to the facility.

### Facilities Acquisitions

The names of the Board members taking action to approve the acquisition, and that of the City Manager/City Administrator are to be included on the plaque. If renovation of said facility occurs prior to the City's occupying the facility then, in addition to the names of the Board members taking action to approve the acquisition and the name of the City Manager/City Administrator, the architect and general contractor's names are also to be included on the plaque affixed to the facility.

### Extensive Renovation of an Existing Facility

The names of the Board members taking action to award the construction contract for the renovation project, the names of the City Manager/City Administrator, the architect and general contractor are to be included on the plaque. The plaque will identify the project as a renovation or remodel, and the plaque will be placed next to or close in proximity to, the original dedication plaque.