

**SALEM PARK AND RECREATION COMMISSION
POLICY FOR NAMING AND RENAMING
OF A PARK, PLAYGROUND, FIELD, COURT, BUILDING AND WAY**

To name or rename a park, playground, field, court, permanent building over 2,000 s.f. or way, a petition must be sent to the Salem Park and Recreation Commission in accordance with the requirements and procedure set forth below:

1. Submit a petition in letter form requesting the naming or renaming and include:
 - a. Justification for the proposal
 - b. If a naming is requested for a particular person, what is that person's direct relationship to the space, what extraordinary thing(s) has this person contributed to the space or community and why should the proposed individual be elevated compared to others. An Individual must be deceased for no less than ten years to be considered.
 - c. Provide biographical information of any proposed named individual with resourced material if it is a historical figure. Historical figure naming shall be accompanied by a letter from the City's Preservation Planner and may include a letter of support from Historic Salem Inc.
 - d. If a site is to be re-named, provide the history of the original naming of the site including any City records, accurate research, museum records and the like. In addition, provide any justification of why the current name should be replaced, e.g. discrimination. If renamed for an individual, that Individual must be deceased for no less than ten years to be considered.
 - e. If a plaque or signage is also proposed, identify the cost and funding source and requested location of the installation. The City of Salem will have final say on the location.
2. Include a letter from the Ward Councilor where the space is located indicating support, non-support or no opinion of the proposal.
3. Include letter(s) of support from any neighborhood group and neighbors abutting the space, such groups may be identified by contacting the Mayor's office.
4. Submit a petition signed by 100 adult residents within 1/4 mile of the park, playground, building or way.
5. Work with the Park Superintendent to schedule a time to present the petition to the Commission at a publicly noticed meeting. Approval must be by a supermajority of the Commission at two separate meetings no less than 60 days and no more than 120 days apart.

This Policy excludes conditional gifts or bequests, if accepted by the Commission.