

Policy on Memorials and Naming Facilities/Fields

I. Purpose of the Policy

The Parks and Recreation Commission recognize that individuals and groups may desire to recognize a friend, family member, volunteer or employee after years of service to the community. Request for recognition will be honored if the Parks and Recreation Commission recognize a benefit to the specific park/location under its jurisdiction.

II. Responsibilities

The Commission will recommend the naming of playscapes, rooms, structures, fields, parks or other memorial items. It will also recommend benches, picnic tables or trees with memorial plaques/name plates. The design and location of such memorials must be approved by the Parks and Recreation Commission prior to recommendation to Town Council.

All costs and the collection of money will be assumed by the individuals or groups that request the memorial.

The Commission will make the recommendation to the Town Council and the person or persons initiating the request should plan on attending the Town Council meeting to answer any questions that may arise.

III. Guidelines

The naming of structures, parks, fields, etc., will be for individuals who have had an impact on parks, recreation or athletics in Berlin. The priority in the approval process will be to individuals who have volunteered for the Parks and Recreation Department or made significant contributions to the community.

IV. Procedure

1. Submit a request in writing to the Parks and Recreation Commission.
2. A written response will be sent after the Commission's decision.