



ST JOHN'S COLLEGE

HERITAGE COMMITTEE

Guidelines: naming of College buildings, facilities and assets

Preamble

Through the naming of its buildings, facilities and infrastructural or physical assets ('College places'), as well as other aspects of its operations, the College accords acknowledgement to persons who have made a significant contribution to the College or to education, the community or the country, either through distinguished service or through substantial financial contribution to the College.

Against this background, the purpose of these guidelines is to set out a general policy and procedures designed to govern and structure the decision-making process in respect of such naming and, to that end, to:

- ensure equity, consistency and transparency when naming a College place or other aspects of the College's operations;
- promote transformation;
- promote the College's long-term financial sustainability; and
- provide guidance to the College and potential donors or benefactors in relation to the naming of a College place or other aspects of the College's operations.

Guidelines

1. The power to make any decision regarding the naming of a College place is vested in the Council.
2. A proposal for the naming of any College place shall be submitted to the Council's Heritage Committee, together with a detailed motivation for the proposal and then, if approved by the Heritage Committee, shall be referred to Council together with the Heritage Committee's written recommendation in that regard.
3. A College place may, subject to what is stated below, be named after or in honour of a particular person, or may be given some other name that gives expression to or enhances the College's values, ethos or heritage.
4. In deciding whether to name a College place after or in honour of a particular person, the Council shall be guided by the following criteria:

- 4.1. whether that person has made a significant contribution, through distinguished service or otherwise, to the College or to the College community or to society more generally, and whether such contribution deserves to be given recognition by naming the relevant building, facility or asset after or in honour of that person;
 - 4.2. whether that person has personally made a substantial financial contribution (typically at least 50% of the total cost) to the design and / or construction of the relevant building, facility or asset, or has played a significant role in raising funds for that purpose, in either case such that the development, construction and / or completion of the building, facility or asset would not have been possible without that contribution;
 - 4.3. whether naming the relevant College place after or in honour of the relevant person will contribute to the transformation and diversification of the College;
 - 4.4. other factors that, in the Council's reasonable opinion, may be relevant to the decision concerned and in the best interests of the College.
5. The fact that a benefactor or donor may have made a substantial financial contribution to the design and / or construction of any building or the development of any facility does not automatically mean that such benefactor or donor is entitled to have the relevant College place named after him / her, or that he / she has any right to dictate or influence any decision on that regard.
 6. Conversely, the fact that a person has not made a substantial (or any) financial contribution to the design and / or construction of the relevant College place does not preclude the naming of that College place after him / her or in his / her honour.
 7. Council does not generally assign a College place name that commemorates a living person. When a personal name is used, it should usually be applied only posthumously and generally only the surname should be used. Council may, however, in exceptional circumstances, approve a College place name that honours a living person.
 8. If Council approves the recommendation of the Heritage Committee, the proposal for the naming of a College place will be posted on the College website for 28 days. Council will consider all submissions received during the notification period. If there is strong opposition, or reason to reconsider the proposal, a report will be prepared by the Heritage Committee for reconsideration at the next Council meeting.
 9. A College place that has been named may be renamed from time to time, having due regard to these guidelines. However, College facilities or spaces that are considered 'sacred spaces' (in the sense that renaming them may detract from the College's essential heritage, ethos, values and / or culture) will not be considered for renaming. These 'sacred spaces' shall include, but not be limited to, the College places specified in the addendum hereto.

10. The College shall not name a College place after a particular person without his / her written consent or, where appropriate, the written consent of his / her heirs or next-of-kin. This consent shall, however, only be obtained after the Council has approved the naming proposal recommended by the Heritage Committee but before the website notification.
11. A College place may be named after or in honour of more than one person, donor or benefactor, who may be related or unrelated to one another. An existing name may be converted to a joint name if the joint naming does not violate the College's obligations to the person after whom the relevant College place was originally named, and that person (or, where appropriate, his / her heirs or next-of-kin) have been duly consulted.
12. As a general proposition:
 - 12.1. the College will not name any College place after a commercial sponsor or business enterprise;
 - 12.2. the College will not name more than one College place after any one particular person;
 - 12.3. the College will normally only give a name to a College place posthumously,but will consider each case on its own merits so that exceptions can potentially be made in appropriate cases.
13. The College retains the right to alter, demolish or remove any building, facility or infrastructural / physical asset at any time, regardless of whether it carries a name. This may occur in various circumstances, including (but not limited to) the fact that the building, facility or asset has reached the end of its useful life, or is substantially renovated, or is repurposed or replaced. In these and similar circumstances, the College shall not be obliged to retain the original name in any way, but may give consideration to the possibility of recording for posterity the fact of such former name in an appropriate manner.
14. These guidelines do not apply to decisions by the College to name other material aspects of its operations, such as sports equipment, bursaries and scholarships.

Addendum: 'Sacred spaces'

Memorial Chapel

All Souls Chapel

Crypt Chapel

College Houses:

- Nash
- Hill
- Thomson
- Alston
- Clarke
- Clayton
- Hodgson
- Fleming
- Runge

Prep Houses:

- Bousfield
- Carter
- Cullinan
- Darragh

Big School

Darragh Hall

Long Walk

David Quad

Pelican Quad

Amphitheatre

Community Room