



OHSU Room Naming Procedure

May 15, 2018

The following Space Procedure was approved by the President and adopted by the University Space Committee on May 15, 2018.

Room or space names are typically reflected by the installation of a wall plaque or monument, not in database systems which will continue to rely on the room number as the primary identifier.

Honorary Room Naming Procedure for existing space

1. All requests for honorary room naming will be submitted to Campus Planning & Real Estate (CPRE) with written approval from the Department Chair.
2. Upon receiving the request, CPRE will contact the OHSU Foundation for coordination purposes.
3. The request will be presented at the University Space Committee for review and approval by the School of Medicine Dean, Senior Vice President for Research and Provost, or their designee.
4. The President will personally review any naming request for buildings.
5. CPRE will update OSIS and communicate the outcome of the decision with the requesting department and the OHSU Foundation.
6. CPRE's communication to the department will indicate the need for the department to fill out a Design and Construction work request to update the room signage.

Philanthropic Room Naming Procedure for existing space

7. All requests for philanthropic room naming will be submitted to the OHSU Foundation with written approval from the Department Chair.
8. Upon receiving the request, the OHSU Foundation will forward it to Campus Planning & Real Estate (CPRE).
9. The request will be presented at the University Space Committee for review and approval by the School of Medicine Dean, Senior Vice President for Research and Provost, or their designee.
10. The President will personally review any naming request for buildings.
11. CPRE will communicate the outcome of the decision to the OHSU Foundation and the Foundation will communicate with the requesting department.

New Construction

12. During the design phase of a new construction project, the OHSU Foundation will schedule a coordination meeting with key stakeholders to identify space opportunities for donor recognition and review naming parameters and restrictions. At that meeting, the OHSU Foundation will ask if there are any atypical cases where a name must relocate from the existing space to the new space.