

## NAMING REQUEST FORM

### Request for Functional/Administrative, Honorific, or Commemorative Naming

Submit both pages of this naming request form (and any additional supporting documentation) via university mail to: President's Office at UC Foundation, Suite 100, Mail Location 0064  
Or submit via email to: [presidents.office@foundation.uc.edu](mailto:presidents.office@foundation.uc.edu).

Date of Request

Name of Nominator

College or Unit

Facility, Space or Program Current Name (if any)

Campus

Proposed Name

Location on Campus (Specify building and room number, if applicable)

Purpose of Facility, Space or Program to be Named

Rationale for Proposed Name (Submit detailed information on Page 2 of the Naming Request Form)

**For Office Use Only. Signatures will be obtained by the UC Foundation President's Office. The UC Foundation Representative signature indicates the minimum donation threshold has been met and that no confidentiality requests pertain. The PDC Representative signature indicates that the space is available to be named. The Provost or applicable UC Vice President will be copied on relevant form submissions.**

Approvals (signature and date)

UC Foundation Representative

Date

Planning + Design + Construction Representative

Date

Dean / UC Unit Representative

Date

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### **Rationale for Proposed Name**

*Please provide a description of the accomplishments of the proposed honoree and detail their historical connection to the university. Include dates when possible.*

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