

Facility Naming Policy

Carnegie Mellon University will name buildings, classrooms, and other spaces on the campus for donors and lifelong friends of the university. Generally, a gift required for space-naming will be a minimum of half the cost of the facility or renovation plus endowment for upkeep of the space. In addition, half of the required gift must be in hand and an agreement for payment of the balance must be signed before the space is formally named or a naming sign or plaque is installed. However, there will be occasions when exceptions may be made due to unusual circumstances; for example, to recognize the lifelong service and generosity of an individual or couple, including planned gifts not specifically targeted by the donor(s) for this purpose.

Space-naming may not be “purchased” rather, space-naming is a form of recognition and will be approved by the President and the Board of Trustees. Nominations for names of spaces should come through the Vice President of University Advancement.

Naming of an existing facility may be considered in recognition of a gift of fifty percent (50%) or more of the original cost associated with building the facility, provided the facility is less than ten years old. Naming amounts for older facilities are at the discretion of the Gift Acceptance Committee and are based on original costs, renovations needed/anticipated, and endowment of some portion of the facilities’ operating expenses.

In the event that a donor and the university come to an agreement to build a facility that is not part of the university’s master plan and/or is not a priority facility for the university, naming may be considered in recognition of gifts amounting to one-hundred percent (100%) or more of the cost of building the facility. Donors may be asked to provide endowment above and beyond construction to cover the additional maintenance costs related to the new facility, as part of qualifying for naming recognition.