



Commemorative Lighting Policies and Procedures

Purpose:

- To celebrate international, national and community wide events or occasions.

Locations:

- These Policies and Procedures apply only to the Union County Courthouse Clocktower.

Eligibility:

- Non-denominational, non-profits and charitable events or occasions (501(C) (3)) are eligible to make one request annually, per event or occasion. Lighting will not be considered for commercial entities, personal occasions, or religious observances. National and State holidays will be recognized (Exhibit B).

Requests/Applicants:

- Lighting requests must be made by filling out and submitting an on-line Lighting Request Form. The Lighting Request Form may be found at [www.https://www.unioncountyohio.gov/information](https://www.unioncountyohio.gov/information); you can also view a copy below (Exhibit A). The completed form may be submitted to commissioners@unioncountyohio.gov . There is no automatic renewal agreement. A new request must be submitted annually as needed. Requests are typically handled on a first come, first served basis.

- Applicants will receive an electronic response stating whether the request has been approved. Not all requests can be accommodated. If an application is declined, it is not a reflection of the merits or importance of the request.

To Be Considered:

- Nominations must be received a minimum of 30 days and a maximum of 1 year in advance of the lighting date(s) requested. Please review Exhibit B for a list of National and State recognized holidays. The application must be submitted by a management representative of the official organization making the request. Special themed lighting is at the sole discretion of the Union County Commissioners.

Evaluation and Other Considerations:

- Requests will be evaluated based on factors including: nature of occasion/event; history and background of organization, occasion/event; how the lighting will benefit the occasion/event; the relationship of the lighting to the occasion/event; and relevance to Union County.
- The Union County Commissioners may override any existing and confirmed illuminations in support of countywide, city, national or world emergency observances, and will work with requestors to best accommodate or reschedule the original request.

- No organization may have the light configurations for more than five (5) consecutive days. The length of time for each approved request is entirely at the discretion of the Union County Commissioners.
- The Union County Commissioners endeavor to accommodate as many requests as possible, and requests are typically handled on a first come, first served basis.
- Priority in choosing colors for illuminations will be given to promoting events that celebrate the County, its recognized holidays (Exhibit B), public events and festivals. Requests to change the color or pattern of the decorative lights may be accommodated when feasible.
- If multiple requests are made for different colors on the same dates, preference will be given to events that are locally organized and that affect the largest number of County residents.
- Requests from commercial entities seeking to promote a product or service, or individual requests to recognize a personal birthday or anniversary will not be approved.
- The Union County Commissioners retain the right to refuse any request.
- If a lighting request is approved, the organization must communicate to the public regarding the occasion being commemorated.

Lighting Color:

- Requests for specific colors or tones not considered as real may not be able to be achieved due to limitations associated with lighting capabilities on the current color model. Colors such as grey, silver, maroon and black, for example, are not possible to achieve.

Exhibit A

Lighting Request Form

Occasion Being Honored:

Organization Name: _____

Address: _____

Contact Name and Title: _____

Email: _____

Telephone: _____

Organization Website: _____

Organization Social Media: _____

Requests for specific colors/tones may not be able to be achieved due to limitations associated with lighting capabilities.

NOTE: You may request up to six colors (enter color name or hex value below)

Color 1: _____

Color 2: _____

Color 3: _____

Color 4: _____

Color 5: _____

Color 6: _____

NOTE: Requested duration cannot be for more than 5 consecutive days. The duration for each approved request is entirely at the discretion of the Union County Commissioners.

Start/End Date (or range) Requested: _____

Please describe your organization's request and how the lighting will be used to benefit the occasion/event: _____

Have you previously submitted a request to change the lights?

Yes ____ No ____

Have you approached others with a lighting request for this occasion?

Yes ____ No ____

Are other events associated with this request?

Yes ____ No ____

If lighting is approved, how will you promote the lighting?
(please circle those that apply)

Advertisement Brochures / Flyers Email and Eblasts Newsletter News Media
Organization Brochure Social Media and Website ...

Exhibit B

Official Lighting Program for Holidays

•Martin Luther King Jr. (MLK) Day	- red, white and blue
•President's Day	- red, white and blue
•Memorial Day	- red, white and blue
•Independence Day	- red, white and blue
•Labor Day	- red, white and blue
•Columbus Day	- red, white and blue
•Veteran's Day	- red, white and blue
•Thanksgiving	- orange or similar tone
•Christmas Day	- red and green
•New Year's Eve/Day	- bright white or gold