



London
CANADA

Exterior Building Lighting Request

Requests must be received at least 2 weeks prior to the date the building lighting colour is to occur. Requests may be mailed to: City Clerk, P.O. Box 5035, LONDON, ON, N6A 4L9 or e-mailed to clerksapprovalrequests@london.ca. Telephone enquiries should be directed to the City Clerk at (519) 661-4530 during regular business hours Monday to Friday 8:30 a.m. to 4:30 p.m.

Request details

Name of organization			
Nature of organization			
Charitable organization		Not-for-profit organization	
(Registration number)		(Registration number)	
Jurisdiction of organization			
International	National	Provincial	Local
Description of associated event and social media handles (maximum 300 characters)			
Date(s) of event (maximum 300 characters)			
Date(s) the exterior City Hall building lights are to be changed			
Colour and details (Pantone or Hex#, or attach a flyer of event/shade of colour) (maximum 300 characters)			

Contact information

Contact name		Date submitted
Contact address		
Contact city	Contact province	Contact postal code
Contact daytime telephone number	Contact e-mail address	

Illumination of City of London Buildings and Amenities

The use of multi-colour capable LED lighting installations on some City of London buildings and amenities provides a unique opportunity to display the official colour associated with a charitable or non-profit organization or a City of London event, in order to create awareness of and/or celebrate an organization or a City of London event.

The following illumination guidelines shall be observed:

Eligibility:

- a) Organizations making a lighting request must be charitable or non-profit organizations.
- b) Charitable or non-profit organizations making a lighting request must have undertakings or philosophies that are in keeping with City of London policies or by-laws, and must not espouse hatred, violence, or racism.
- c) City of London buildings and amenities shall not be illuminated for political, religious, or for-profit organizations or purposes.

Frequency/Timing:

- d) Lighting may be requested for up to one week, or for the duration of the associated event, whichever is less; noting that conflicts between two or more eligible charitable or non-profit organizations would be settled in favour of the organization which first made its request, with City of London events taking precedence in all instances.
- e) The lighting period will begin and end only on those business days that City Hall is open and staff resources are available to program the lighting. All City of London buildings and amenities with multi-colour capable LED lighting installations shall be illuminated in a consistent manner to the extent that programming allows.
- f) Charitable or non-profit organizations will be required to submit lighting requests on an annual basis.

Exemptions:

- g) The City of London shall not be restricted as to the number of times, or the period for which, lighting is approved.
- h) The City of London may, at its discretion, illuminate each of its buildings or amenities with multi-colour capable LED lighting installations in a manner which is unique from one venue to the next.
- i) Notwithstanding the above, City of London buildings and amenities with multi-colour capable LED lighting installations shall be illuminated on the following occasions:
 - i) June 6: purple and green for Our London Family;
 - ii) The remainder of June: rainbow for national Pride month (noting that individual lighting requests will also be accommodated);
 - iii) July 1: red and white for Canada Day;
 - iv) September 30: orange for National Day for Truth and Reconciliation (National Orange Shirt Day);
 - v) November 10 and 11: red for Remembrance Day;
 - vi) Rest of November: purple for Shine the Light on Woman Abuse;
 - vii) December: red and green for the holidays

Administration of Policy:

- j) The City Clerk will administer this policy.
- k) In the event that a request appears to be in conflict with any of the criteria outlined in this policy the Mayor, in consultation with the City Manager's Office, or designate, may use discretion to approve or deny an illumination request. The Mayor's decision will be final.