



## City of Riverside Administrative Manual

*Effective Date:* 03/2015  
*Latest Revision Date:* 05/2018  
*Next Review Date:* 07/2020  
*Prepared by:* Office of Communications

*Approved:*

Department

City Manager

### **SUBJECT:**

**Guidelines for Handling Requests to Modify Exterior Architectural Light Colors at City Hall and Other City Facilities**

### **PURPOSE:**

To ensure appropriate use of exterior Architectural Lights at City Hall and other City Facilities (referred to as "lights").

### **POLICY:**

This policy establishes formal guidelines and a procedure for handling requests to modify exterior lighting colors at City facilities for special occasions such celebrations or public awareness of meaningful causes.

Use of lights can provide a valuable means of highlighting or celebrating issues of broad applicability to the public. This policy is designed to help ensure that this communication medium is used appropriately and ensure the credibility of this important communications tool.

### **GUIDELINES:**

The following are examples of appropriate use of lights:

- To provide a valuable means of highlighting appropriate issues or celebrating matters of a municipal nature with community impact;
- To facilitate City government efforts to carry out City business or celebrate City events;
- To assist various levels of government to address issues relating to local Riverside issues;
- To assist with publicizing non-profit and community-based organizations who offer a program or service, or support a cause, sponsored or endorsed by the City of Riverside.

### **OPERATIONAL CONSIDERATIONS:**

Lights run from sundown to midnight and operate 7 days per week.

**PROCEDURE:**

Responsibility	Action
1. Requestor	Complete Lighting Request Form online via the City website: <a href="http://Riversideca.gov/arts/griersubmit.aspx">Riversideca.gov/arts/griersubmit.aspx</a> at least 2 weeks before needed.
2. City Manager's Office	City Manager (CM) approval is required.  If denied, CM Executive Assistant will contact the requestor about denied request and include explanation as to why the request was denied.  If request is approved, CM Executive Assistant informs requestor of approval. The approved request form is forwarded to Communications Supervisor for equipment programming.

Distribution: Regular