

Community Awareness Campaign Lighting Program Policy

All requests must be submitted *a minimum of 14 days before the requested lighting date* and no more than 365 days before the specified date. Additionally, requests must be made through the formal application. Lighting requests made via e-mail and/or social media campaigns will not be considered.

Lighting Criteria and Terms of Application:

- Approved application requests will be limited to a maximum period of up to one day.
- Lighting requests will be granted on a first-come, first-serve basis.
- The Historic Civic Center will be lit a maximum of 15 days per month.
- Applications will only be considered if they are submitted by authorized personnel of the non-profit organization submitting the request.
- There is no automatic annual agreement renewal, and past Lighting participants will be required to apply each year to be considered.
- The applicant/contact on the originally submitted application will receive a written notification stating application approval or denial, sent via e-mail within ten business days of the application being received.
- The City of Corona is not obligated to provide specific feedback to any individual or organization regarding its application's status, merit, and approval or denial.
- Approved lighting campaigns may be rescheduled due to priority requests of the City of Corona.
- Blackout dates- Dates from the end of November through the second week in January will be reserved for the City of Corona Seasonal lighting.
- The City of Corona will maintain traditional lighting for the following dates: Valentine's Day, St. Patrick's Day, Veterans Day, 4th of July, Memorial Day, Labor Day, September 11th, Halloween, and Thanksgiving Day.
- Only one request application per organization will be accepted within a 12-month period.

The application will be considered if submitted from a non-profit organization and the request falls within one of the following categories:

- Extraordinary events/occurrences of City, State, National or International significance
- Non-profit Awareness Initiatives-application must come from a non-profit organization authorized personnel.
- City of Corona initiatives and selected holidays
- The observance of a passing City of Corona employee:
 - Active Duty Passing- annually on passing anniversary.
 - Not in line of Duty Current Employee Passing- one time in memory of employee passing.

Applications will not be approved for commercial use, promotion of an event, or personal celebrations.