



Riverfront Spokane Pavilion at Riverfront Light Blade Policy

Effective Date: October 1, 2019

Riverfront Spokane's lighting policy promotes events that celebrate the City, its civic institutions, city-recognized holidays, public events and festivals.

The purpose of this policy is to establish consistent guidelines and a process that allows charities and nonprofit organizations to request the Pavilion be illuminated on specific time and in a specific color.

1.0 Qualifying Displays:

Organizations or groups who meet one or more of the eligibility requirements below may qualify to display:

- Events and groups with reservations at Riverfront Park
- Activities associated with proclamations made by the Mayor or City Council
- Non-profit organizations (501C) with a nationally recognized cause celebrating a particular month
- Local educational institutions celebrating a momentous achievement in academics or sports
- Other Community events with highly visible community interest
- Official film and production companies with applicable Riverfront Park Permit

Displays intended to advertise a business not associated with an official sponsorship and those that are perceived to commercialize the Pavilion with an applicable permit for advertising purposes will be denied.

2.0 Lighting Request Guidelines:

- 2.1 Requests for charities and nonprofits organizations may be submitted with proof of a 501 (c)(3) identification certificate to validate nonprofit status.
- 2.2 Requests must be submitted a minimum of two (2) weeks in advance. Requests are considered on a first come/first served basis and cannot conflict with prescheduled public or private events.
- 2.3 Light blades may be requested by event organizers renting the Pavilion or park for a public or private event. Single colored, static displays will be included at no charge and may run the duration of the

event. More dynamic display requests may be requested and will incur an audio visual operation fee and will be determined on an event-by-event basis.

- 2.4 Duration/Start Date: Lighting events are limited to a specific date and may not run longer than three (3) days in duration.
- 2.5 Illumination Times: Lighting events will begin 30 minutes after sunset and will remain 30 minutes before sunrise.

3.0 Lighting Request Process:

- 3.1 The applicant shall apply online through the Riverfront Spokane website at: <https://spokanecity.wufoo.com/forms/pavilion-clocktower-lighting-request-form/>.
- 3.2 At the time of the request, the applicant shall provide the following information and documentation:
 - a) Organization Name
 - b) Primary Contact Person
 - c) Address
 - d) Phone Number
 - e) Email
 - f) 501 (C)(3) identification certificate to validate nonprofit status
 - g) Event Information
 - h) Date Requested
 - i) Event being commemorated
 - j) Display color requested

4.0 Lighting Request Approval

- 4.1 The Director of Riverfront Park reviews, denies and approves all requests. Organizations applying for a lighting request will be notified by email if requests are approved or denied.
- 4.2 The following dates are permanently reserved by the City.
 - 1. PRIDE Day
 - 2. Valentine's Day
 - 3. St. Patrick's Day
 - 4. Earth Day
 - 5. Memorial Day
 - 6. Flag Day (2 days)
 - 7. Independence Day (3 days)
 - 8. Halloween
 - 9. Veterans Day
 - 10. Hanukkah (9 days)
 - 11. Christmas (9 days)
 - 12. New Year's Midnight Show

For questions, please contact Riverfront Park at 509-625-6600 or rfpinfo@spokanecity.org.