



City of Kingston

216 Ontario St.
Kingston, ON K7L 2Z3
613-546-4291

Light Up City Hall - Criteria

All public requests must meet the following criteria:

- i. the request shall foster inclusion among and respect for Kingston residents;
- ii. the request shall promote events, activities and/or issues that affect Kingston residents, take place in Kingston and promote a sense of community;
- iii. the request shall include a justification and the event, activity and/or issue to be promoted will already have a recognizable colour or colours associated with it;
- iv. the request shall be submitted by a representative of a non-profit or charitable organization based in Kingston;
- v. the application shall be submitted at least 45 calendar days and no more than 90 calendar days in advance of the date of the request to illuminate a particular area.
- vi. any related fees shall be paid, in accordance with the fees and charges bylaw.

Public requests to illuminate City Hall and Market Square will be for one night from dusk until dawn.

Applications will be considered on a first come first serve basis providing the application meets all criteria listed above.

Requests will automatically be disqualified when:

- i. the subject denigrates ideological, religious, political or other beliefs, promotes hate or is contrary to any law;
- ii. the subject is spontaneous in nature, such as a world event or natural disaster; or
- iii. the subject is intended for profit making purposes.



Please note that the City reserves the right to refuse or cancel illumination requests when:

- i. the ability to illuminate the area is needed for an event of municipal significance;
- i. the equipment is unavailable for maintenance or any other reason; or
- ii. the request does not comply with this policy or for any other reason the City deems appropriate.