



City of Kelowna

Office of the Mayor

## ***Sails Fountain Light-up Guidelines***

At the discretion of the Office of the Mayor, The Sails fountain may display coloured lights to mark a special event or occasion. The lighting of the fountain is a service provided by the Office of the Mayor, not an expression of the personal views of the Mayor.

The light-up is available to local charitable and non-profit organizations to increase public awareness of their cause or to promote fundraising activities, to support major sporting, cultural and entertainment programs significant to the City of Kelowna. A local representative of the requesting organization is required to make arrangements. Requests by provincial or national organizations may be considered if they are in the local community or public interest.

Light-up dates are seasonal and limited to when the fountain is functioning, typically June to September. The fountain might not be available upon request due to maintenance plans or malfunctions.

Ceremonial light-ups are intended to help meet objectives that benefit the community as a whole. Requests will not be approved for those intended to benefit personal, private or commercial interests, address matters of political controversy, ideological or religious beliefs, matters of individual conviction, or that advocate against human rights and freedoms under existing Canadian laws.

Groups requesting the fountain light-up service must submit a written description of the event or occasion and its purpose. Each group's request will be granted once per calendar year and must be submitted for consideration a minimum of 15 business days prior to the desired light-up date. Requests for consideration must be made annually and are scheduled on a first-come,

first-served basis. No group has exclusive rights to the day, week or month of their fountain light-up.

The City of Kelowna does not incur any expenses relating to the advertising or promotion of fountain light-ups unless the proclamation is initiated by a civic department. Groups are responsible for organizing related activities and all associated costs.

## **Procedure for requesting The Sails Fountain Light-up**

1. A written description of the event or occasion and its purpose must be provided in writing to the Office of the Mayor, along with contact information of the requestor.
2. The Office of the Mayor forwards the request to the Mayor and the Divisional Director of Communications & Information Services for review.
3. Once approved by the Mayor, the Office of the Mayor sends a service request to Building Services for The Sails fountain light-up request with details about start and end dates/times and colour requests.
4. Building Services schedules the fountain light-up according to the approved request.
5. Building Services must notify the Office of the Mayor and Communications of any malfunctions of the fountain light-up, so that the Office of the Mayor can notify requesting agencies.