

Lewiston City Hall

Clock Face & Tower Lighting Policy

Lewiston's City Hall tower was first lit on October 22, 2013. The lighting was the culmination of a "*Lighting Lewiston's Tower*" fundraising campaign led by former Mayor Laurent F. Gilbert, Sr, upon approval by the Lewiston City Council in 2012. Numerous community individuals and entities came on board to make the lighting a reality. Various colors are available for lighting of the tower's clock faces.

Public Requests

The City of Lewiston periodically receives requests to light the tower's clock faces in a certain color for a specific recognition/designated length of time. Request examples are listed below:

- *Pink & Blue – Pregnancy & Infant Loss Remembrance Day*
- *Pink – Breast Cancer Awareness Week*
- *Purple – World Pancreatic Awareness Day*
- *Blue – Greek Independence Day*
- *Green – Irish History Month*
- *Green – Runaway & Homeless Youth Prevention Month*

Review Process

Review and approval of clock face color requests are made by either Lewiston's City Administrator or Deputy City Administrator.

DISCLAIMER: The City of Lewiston will make every effort to grant approved clock face lighting requests but makes no guarantee in light of unforeseen staff, technological or other unexpected occurrences.

Criteria for consideration of clock face color requests:

- Recognition that would be appropriate in nature for all ages.
- Non-profit awareness initiatives.
- Extraordinary events/occurrences of city, state, national, or international significance.

Reasons for City of Lewiston communication via the clock faces:

- City of Lewiston initiatives and selected holidays.
- City of Lewiston's show of solidarity with fellow Americans, cities, states, or countries in the event of a major tragedy, an example being when the clock faces were lit in a show of sympathy and support to Parisians when France experienced attacks in 2015.
- City of Lewiston outreach due to a public emergency.
- City of Lewiston outreach regarding parking bans (*tower itself blinks*).

Approval will not occur if the clock face color request falls within one of the following categories:

- Request deemed political in nature, such as an effort to support a candidate for office or support a political issue.
- Request of a personal, commercial, or religious nature.
- Request deemed inconsistent with the vision and mission of the City of Lewiston, to include, but not limited to, its Ethics Statement; its Equity Statement; its policies and procedures; and its harassment or discrimination policies.

Criteria for Clock Face Lighting

- Requests shall be made at least three (3) weeks prior to requested lighting period.
- Lighting requests will be granted on a first-come first-serve basis.
- Clock face lighting requests may be made online at www.lewistonmaine.gov/light or by picking up/returning an application at the Lewiston City Administrator's Office, 27 Pine Street.
- The applicant/contact on the submitted application will receive either an email or phone call within five (5) business days as to whether the request was approved.
- Approved lightings may be re-scheduled due to priority requests of the City of Lewiston.

Changing of Clock Face Colors

Following an approval, Lewiston Public Works staff shall ensure that the designated color(s) will be displayed for the requested date(s), with the lighting visible after sunset. The color of the clock faces will return to white the day following the designated period unless the next day is a Saturday, Sunday, or a holiday. In that instance, the clock faces will be changed to white on the next business day when Lewiston City Hall is again operational.

Multiple Requests Within Extended Time Period

Should the clock faces already be authorized for a color for an **extended length of time**, such as *Runaway & Homeless Youth Prevention Month*, and another request is made for within that time period, the City Administrator or Deputy City Administrator has the sole discretion to pause the original request and also recognize the shorter duration color request, such as changing the color for one day for *World Pancreatic Awareness Day*.

- The original requester will be notified by Administration.
- No more than two (2) designations will be approved in the same time period, with the exception being an unexpected need to utilize the tower and/or clock faces by the City of Lewiston.

Tower Blinking Notification of Parking Bans

The Lewiston City Hall tower blinks a frequency of two seconds on and four seconds off after sunset when a parking ban is in effect. The blinking tower parking ban outreach supplements Lewiston's ongoing parking ban notification efforts, which include Notify Me sign-up email/text messages, Alert Center posts on Lewiston's web site, social media posts, and news releases regarding scheduled parking bans.

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