

Historical Federal Building Lighting Display Application

Applicant Name:		Phone	
Address:		Email:	
Not-For Profit Organization Name:			
Phone:		Email:	
Please Provide the Date of the Event:			
Please describe the Event, Cause or Organization you would like represented below:			
Please reference the attached picture to select your proposed color scheme per light on the front of the Historical Federal Building. There are 2 Entry lights and 8 Up-lights.			
Entry Light #1 Color:		Entry Light #2 Color:	
Up-light #1 Color:		Up-light #2 Color:	
Up-light #3 Color:		Up-light #4 Color:	
Up-light #5 Color:		Up-light #6 Color:	
Up-light #7 Color:		Up-light #8 Color:	

Representative Signature: _____

Date: _____

Below is Information is filled out by the City of Dubuque Building Services Department

Building Services Manager Signature: _____

Approval Date: _____

Payment Received Date: _____ **Check Amount \$** _____

Check Number: _____

Building Services Contact Information:

Building Services Manager: **Todd Carr**

Phone: 563-589-4150

Email: tcarr@cityofdubuque.org

Request for Lighting Displays on the Historical Federal Building

Policies and Check List Form for Application Process

1. The City of Dubuque will only accept applications and requests from Not-For-Profit Organizations.
2. All applications must be submitted a minimum of 30 days in advance of the requested event date to allow the City time to review and prepare for the event.
3. Applications will be processed in the order they are received for reserving a requested date and applications will not be accepted more than 6 months in advance of the requested date of the event.
4. The City of Dubuque will offer the Historic Federal Building as the only location to accommodate lighting requests, additionally the only side available will be the 5th Street or front side of the Historic Federal Building.
5. Lighting Displays will be allowed for a maximum of 3 nights, all exterior lights that are used for light displays are automatically turned on at dusk, and are automatically turned off at midnight (12:00 AM), and no other accommodations will be made.
6. The Historic Federal Building will make available ten (10) lights total to be used for lighting displays. There will be one light on each side of the entry doors, then there will be eight (8) lights projection upward on the front of the building from the window wells below grade. Please refer to the attached photo as to the location of the lights on the Historical Federal Building.
7. Applicants must fill out and submit the attached application a minimum of 30 days in advance of the event.
8. The City of Dubuque Building Services Department will review each application, upon review the Building Services Department will provide the cost of labor and materials to meet the request of the organization.
9. The City of Dubuque will return the approved application forms to the organization along with the total cost that the City will charge to accommodate the light display.
10. The organization must provide the Building Services Department with a check for the full amount of the approved application within five (5) days after receiving the approval and invoice. All events will be cancelled if checks are not received within the 5 day grace period.

