



TOWN “STAR LIGHTING” PROTOCOL POLICY			
ISSUE DATE:	JULY 2020	REVISION DATE:	NOVEMBER 2022

I. PURPOSE

The purpose of this policy is to establish a written policy for when the Town Star will be lit and to continue long time traditions of the Town.

II. POLICY

The Town of Palmer Lake Star lighting is a symbol of hope. The following shall be recurring annual star lighting events:

- On Memorial weekend – beginning Friday dusk until Tuesday dawn, the star will be lit in honor of Town citizens who have passed the prior year. Residents may provide the Town names of a loved one, which will be collected the week prior to the lighting, and the memorial list will be posted to the Town website.
- On July 4th – beginning the dusk of July 4th for one night (may be modified lights of red, white and blue).
- On Thanksgiving weekend – beginning Saturday approximately 8 PM (following Thanksgiving Day) through New Year’s Day dawn, the star will be lit as a sign of **hope** for all to look upon.
- On the evening of the Hockey Classic taking place on Palmer Lake.
- By request – citizens, who have served the community in some capacity, may request the star lighting for one night, for a specific purpose, as proposed to the Town Administrator, Fire Chief or Police Chief, in which Town staff shall contact the Town Mayor, or Mayor Pro Tem, in the Mayor’s absence, for permission to light the star. The purpose of said request shall be communicated to the Board of Trustees and posted to the Town website.
- National/International events at the discretion of the Town Mayor, or Mayor Pro Tem in the Mayor’s absence.

Town employees are not authorized to reserve, make promises, or alter this Policy for the star lighting. This authority lies strictly with the Town Mayor, or Mayor Pro Tem, in the Mayor’s absence. The Town Fire Chief shall be authorized to operate the star lighting. No other party shall be authorized, unless otherwise designated by the Fire Chief (i.e., Department member).