

#7-005 Waseca County Courthouse Lighting Policy

Section: County Property & Facilities Management

Department: Administration

Original/Revision Date(s): 11/2025

Last Reviewed: 11/2025 Board or Administrative: Administrative

Board Resolution # or Administrator Signature: **Michael Johnson**

Related Policies:



STATEMENT

The Waseca County Courthouse is a symbol of our community's pride, history, and civic spirit. To celebrate and recognize meaningful events, causes, and observances, the Courthouse is equipped with multi-color LED lighting that may be used to illuminate the building in various colors.

This policy establishes clear guidelines for how and when special lighting requests may be considered. The goal is to ensure that the Courthouse's ceremonial lighting reflects the values of inclusivity, respect, and public purpose, while maintaining the building's dignity and neutrality as a government facility.

POLICY

Waseca County Courthouse, located at 307 North State St, Waseca, is equipped with multi-color L.E.D. lighting options to illuminate the building. This policy provides direction for responding to external requests for special lighting displays.

Criteria

Ceremonial lighting of the Waseca County Courthouse may be used to promote the following:

- Public Awareness
- Arts and Cultural Celebrations
- Special Honors
- State and Federal Holidays

Waseca County may consider community requests for special lighting to recognize a specific cause or commemorate a public event consistent with this purpose.

Ceremonial lighting of the Courthouse will not be used for:

- Expressing an opinion on matters of political or ideological controversy
- Expressing an opinion on issues generally identified and known as supported by one political party and/or opposed by a political party
- Expressing an opinion or position on topics that have no direct, unambiguous and explicit relationship of the County's programs, services, or policies
- Events or organizations with no explicit and unambiguous relationship to the County's programs, services, or policies
- Campaigns or events contrary to County policies
- Specifically excluded would be lighting to celebrate birthdays, personal anniversaries, or events that are primarily private in nature.

PROCEDURE

Applications Process

All requests must be submitted in writing (electronic submission preferred) and include:

- Contact information for the requesting organization
- Description of the event or cause
- Date(s) of requested lighting
- Specific color(s) requested

Requests should be submitted at least 14 days in advance of the desired lighting date. The County Administrator may waive this requirement in instances where 14 days' notice is not practical.

Approval process

Requests for Courthouse ceremonial lighting will be reviewed and approved by the County Administrator, who will apply the policy criteria and provide a written response to the requestor. This policy does not prevent individuals or organizations from being heard regarding their request.

Annual Courthouse Lighting Plan

The Waseca County Courthouse Annual Lighting Calendar lists standard, recurring events that do not require an external request. The Courthouse's default lighting color is white. See the calendar for standard lighting events.