

# SULLIVAN COUNTY POLICIES AND PROCEDURES

I. **SUBJECT:** EXTERIOR MULTICOLORED BUILDING LIGHTS POLICY

II. **ADOPTED:** Draft

III. **PURPOSE:** To define the usage of multicolored lights used to illuminate the exterior of Sullivan County government facilities as part of nationally recognized holidays, events and ceremonies.

## IV. DEFINITIONS

**Holidays/Events/Ceremonies:** Specific national observances recognized by the County of Sullivan, be they on a particular day, week or month.

**Lighting:** The specific illumination of an outside area, object or facility owned or operated by the County of Sullivan, via a County-controlled lighting system capable of emitting multiple colors.

## V. POLICIES AND PROCEDURES

### 1. The Lighting System

The County of Sullivan owns a series of multicolored lights used to illuminate the exteriors of buildings like the Government Center and Courthouse between dusk and dawn. The lights are able to be operated remotely by the Division of Public Works but typically automatically illuminate at night with a bright white.

### 2. Authority Over the System

The County Manager's Office, as delegated by the County Legislature, maintains operational jurisdiction of the lighting system, while the Division of Public Works ensures maintenance of the system.

### 3. Requests to Use the System

Requests to illuminate County property utilizing this system must be made to the Sullivan County Manager. Any request should include the reason for the request, the desired color and the desired period of time, with at least two business days' notice prior to the requested illumination period. The County Manager, or their designee, will determine whether the request is granted, a key consideration being the request's relation to a nationally recognized holiday, event and/or ceremony.

#### **4. Duration of Illumination**

For single-day holidays, buildings will be appropriately illuminated the night leading up to the day, and the night of the day itself. For observances lasting a week or longer, buildings will be appropriately illuminated each of the nights within the span of that observance, for a maximum of seven (7) nights. Other than the standard bright white, no color(s) will be displayed longer than seven (7) consecutive nights at a time.

### **VI. POLICY EFFECTIVE DATE**

This Policy shall take effect as of the date of its adoption by the County Legislature.

The County reserves the right to change, modify or amend all or part of this Policy at any time.