



## University Operating Procedure

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# Flag

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## Overview

The display of international, national, state, and other flags of institutional significance at the University of Vermont shall be in accord with federal and state law and University policy, and with proclamations by the President of the United States, the Governor of Vermont, the President of the University, and any other University official so designated, in accord with the information below.

This UOP outlines the procedures to be observed at the University of Vermont to ensure proper display of the American flag, Vermont State flag, and other flags of international, national, state, and institutional significance on University grounds.

## Procedures

This UOP applies to all University sponsored flagpoles, including the designated special events flagpole located at the Dudley H. Davis Center. The following procedures for flag display approval apply to academic and administrative units; University students, faculty and staff; University-recognized groups and organizations; and University-affiliated organizations and their members or personnel. Non-affiliated external entities and individuals may not display flags on University facilities and grounds absent sponsorship and approval by an authorized University official or a University-recognized group or organization or University-affiliated organization.

See: <http://www.usflag.org/uscode36.html>

The University of Vermont observes official periods of national and state mourning proclaimed upon the death of a person honored by Order of the President of the United States or the Governor of the State of Vermont. The official order to fly at half-staff the flag of the United States of America and/or the State of Vermont will be communicated to the responsible officials for campus flagpoles (*see Appendix*) by the Vice President for Executive Operations. Additional requests for half-staff display will not be recognized.

The flying of flags representing an entity other than the United States of America, the State of Vermont, or the University of Vermont as a whole shall be restricted to designated campus special event flagpoles and governed by the procedures for approval outlined hereunder.

## Special Events Flag Approval Procedure

1. **Designated Locations.** At this time the only designated special events flagpole available for sponsorship and use is located at the Dudley H. Davis Center. When other flagpoles are so designated, this policy and its accompanying procedures shall apply.
2. **Authorized Uses; Representatives.** An event may be publicized by the flying of a flag on the Davis Center Special Events Pole only as authorized under this policy and its procedures. An academic or administrative unit, recognized group or organization, or University-affiliated organization (hereafter, “sponsor”) requesting authorization must designate a responsible person (“authorized representative”) to submit the request.
3. **Request.** The authorized representative must file a formal Request for Use of Campus Special Event Flagpole with the Director of Student Life and the Davis Center at least seven working days before the proposed date of use. The request must contain all required information, including the name and contact information for the sponsor’s authorized representative; a description of the display’s purpose and relation to the University mission; a written or pictorial depiction of the proposed flag; and start and end dates of the corresponding campus event.
4. **Flag Content.** Although it is not the intention of the University to censor content, the stated purpose of special event flag displays at the University of Vermont is to promote events sponsored by an academic or administrative unit, recognized group or organization, or a University-affiliated organization, in furtherance of the institutional mission. Therefore:
  - a. Flag content may be general in nature, graphically, symbolically or verbally representing or depicting a University-sponsored event or activity.
  - b. The message communicated by the proposed flag may not imply University sponsorship or endorsement without prior written authorization from the appropriate University official.
  - c. The flag display must be consistent with the University’s mission and may not violate federal, state or local law, or any University policy.
5. **Flag Quality.** All flags displayed under this policy must be of professional quality, made of materials, including affixation methods, that will not damage the grounds or facilities where they are displayed or pose an undue risk of harm to pedestrians, and be provided by the sponsor. Additionally, the flag may not be larger in size than the United States Flag so displayed, in compliance with the United States Flag Code.
6. **Request Approval.** A special events flag request is authorized when approval is communicated in writing by the Director of Student Life and the Davis Center to the authorized representative. The approval notice will contain information including the allowable duration of the display. The sponsor will pay all service costs associated

with the flying of a special events flag.

7. **Exceptions.** Any exceptions to this UOP must be approved in writing and in advance by the Director of Student Life and the Davis Center. There shall be no appeal of denial of exception requests.
8. **Appeal of Denial.** Appeal of a denial of a request by the Director of Student Life and the Davis Center must be made to the Vice President for University Relations and Administration in writing by the authorized representative within three business days of receipt of the denial. The decision of the Vice President for University Relations and Administration is final.
9. **Priority of Requests.** Every attempt will be made to accommodate requests within the Davis Center's approved schedule of annual campus-wide sponsored events, including Fall Opening, Commencement, National Coming Out Week, Gaypril, Black History Month, and Women's Herstory Month. Except under extraordinary circumstances, additional requests will be processed in the order in which they are received. Due to the limited number of venues for special events flag display, the University may limit the duration thereof.

## Definitions

*Event:* For purposes of this Policy, an event is an activity (1) sponsored by and through an academic or administrative unit, University-recognized group or organization, or University-affiliated organization (2) that is open to the entire University community and (3) that offers an educational, cultural, recreational or social opportunity in furtherance of the institutional mission.

## Contacts/Responsible Official

Questions related to the daily operational interpretation of this policy should be directed to:

Chief Risk and Public Safety Officer  
109 South Prospect Street  
(802) 656-2240

The Vice President for University Relations and Administration is the official responsible for the interpretation and administration of this procedure.

## Forms

Request for Use of Campus Special Event Flagpole

[http://www.uvm.edu/policies/general\\_html/related\\_docs/flagpole\\_request\\_form.pdf](http://www.uvm.edu/policies/general_html/related_docs/flagpole_request_form.pdf)

## **Related Documents/Policies**

Affiliated Organizations Policy

[http://www.uvm.edu/policies/general\\_html/affiliated\\_organizations.pdf](http://www.uvm.edu/policies/general_html/affiliated_organizations.pdf)

Banner Display Procedure

[http://www.uvm.edu/policies/general\\_html/banner.pdf](http://www.uvm.edu/policies/general_html/banner.pdf)

Campus Demonstration Policy

<http://www.uvm.edu/policies/student/demonstrations.pdf>

Campus Speakers Policy

[http://www.uvm.edu/policies/general\\_html/campus\\_speaker.pdf](http://www.uvm.edu/policies/general_html/campus_speaker.pdf)

Facilities and Grounds Use Policy

<http://www.uvm.edu/policies/facil/facsched.pdf>

Group and Organization Recognition Policy

[http://www.uvm.edu/policies/general\\_html/grouprecognition.pdf](http://www.uvm.edu/policies/general_html/grouprecognition.pdf)

Political Activities: Tax Exempt Organization Restrictions Policy

[http://www.uvm.edu/policies/general\\_html/political\\_activity.pdf](http://www.uvm.edu/policies/general_html/political_activity.pdf)

Solicitation Policy

[http://www.uvm.edu/policies/general\\_html/solicitation.pdf](http://www.uvm.edu/policies/general_html/solicitation.pdf)

University Name, Symbols, Letterhead and other Proprietary Indicia of Affiliation

[http://www.uvm.edu/policies/general\\_html/letterhead.pdf](http://www.uvm.edu/policies/general_html/letterhead.pdf)

## **Effective Date**

Approved by the Vice President for University Relations and Administration on May 5, 2016

## Appendix – Campus Flagpoles & Responsible Officials

<u>Flag Location</u>	<u>Flagpole Type</u>	<u>Responsible Official</u>
Main University Green	United States Flag Vermont State Flag	Chief of Police Services
Davis Center	United States Flag Vermont State Flag Sponsored Special Events Flag	Director of Student Life & the Davis Center
Military Studies/ROTC	United States Flag	Army ROTC, Green Mountain Battalion Commander
Royall Tyler Theater	United States Flag Vermont State Flag 45° Green & Gold Theatre Flags	Theatre Department Chair
Patrick-Forbush-Gutterson Athletic Complex	United States Flag Vermont State Flag	Director of Athletics
Centennial Field	United States Flag	Director of Athletics
284 East Avenue - Police Services	United States Flag Vermont State Flag	Chief of Police Services
38 Fletcher Place - Transportation & Parking Services	United States Flag	Director of Transportation & Parking Services
Mann Hall - Trinity Campus	United States Flag	Director of Physical Plant
Morgan Horse Farm	United States Flag	Farm Director
Miller Research Complex	United States Flag	Associate Dean, College of Agriculture & Life Sciences
Proctor Maple Research Center	United States Flag	Center Director