



**Town of Randolph**  
**Guest Flag Flying and Raising Policy**

**(Effective 6-14-2019)**

In addition to the flags customarily flown by the Town of Randolph, the Town of Randolph, acting through the Town Manager, may allow the flying and/or raising of a flag on Town property to commemorate an event or occasion if so requested by a non-profit organization, charitable organization, or a Randolph resident. In such an event, the Town will follow the following procedure.

1. The applicant will fill out a request including a description of the flag to be flown, the date requested for the flying of the flag, and whether a flag raising ceremony is requested. The Town Manager will review the request and will notify the applicant whether the request is approved or denied, and such decision is to be made in the Town's sole and complete discretion.
2. At no time will the Town of Randolph display flags deemed to be inappropriate or offensive in nature or those supporting discrimination or prejudice or religious or political movements.
3. If a flag raising ceremony is requested and approved, all flag raising ceremonies and events must be open to members of the public. Guests must adhere to the Town of Randolph policy not to discriminate on the basis of sex, race, religion, or any other class protected by law..
4. Flag raisings must occur on a normal business work day, generally between the hours of 10:00 am and 3:00 pm. Requests to raise a flag on a Saturday, Sunday or holiday will normally be referred to the business day before or after the weekend or holiday.
5. The applicant must provide the flag. The flag must be a clean and serviceable flag with dimensions no larger than 4' X 6' that is sturdy enough to be flown on an outdoor flagpole in New England weather for at least 24 hours. The applicant must deliver the appropriate size flag to the Town Manager's Office prior to raising and retrieve the flag from the Town Manager's Office after the raising. The Town of Randolph will not be responsible for the flag, or any harm that comes to the flag, while it is in the possession of the Town. The Town is not responsible for flags that are not retrieved within 24 hours of being taken down from flying.
6. If ordered by the Town Manager, all flags, including the applicant's flag, must be lowered to comply with the U.S. Flag Code.
7. Guest flags are allowed to be flown only underneath the Town of Randolph flag, and will generally be flown for 24 hours.
8. Applicants may be required to pay cleaning/custodial or other costs, as well as police detail fees or special permit fees, depending on the scale of any flag raising event.

9. Organizations may request one (1) guest flag flying/raising per calendar year. If the same or similar flag was previously flown by a different organization within the one year period, the application will be denied.
10. Guest Flag requests will be reviewed on a first come first served basis. It is recommended that your application be received by the Town Manager's Office three to four weeks prior to your requested flying/raising date.



**Town of Randolph  
Guest Flag Flying/Raising Application**

(Please be sure to complete the application in its entirety. Incomplete applications will not be considered.)

**Name and Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Description of Flag/Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date of Flying/Event:** \_\_\_\_\_ **Expected # of Attendees:** \_\_\_\_\_

**I agree to abide by the attached Guest Flag Flying and Raising Policy.**

**Signature:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**TOWN MANAGER**

**APPROVAL/DENIAL**

(circle one above)

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date