

Application for a Commemorative or Organizational Flag to be Flown

A request for a flag to be flown in South Windsor should be a minimum of thirty (30) days in advance of the date for a flag to be flown. Flags cannot be flown more than once in a calendar year and will be displayed for a period of time that is reasonable or customary for the duration of the event or fourteen (14) continuous day. Only one Commemorative or Organizational Flag will be allowed to be displayed during any time period on the designated flagpole at Town Center (Wapping Community House). If more than one Commemorative or Organizational Flag application is submitted for the same time period or overlapping, the Town Manager has the discretion to determine the length of time that each flag will be flown, but should not exceed thirty (30) days. Flags to be flown according to the U.S. Flag Code

Applications must be completed in its entirety or will not be accepted.

Name of the person making this request: _____

Street Address: _____

Town: _____ *State:* _____

Phone: _____

Cell: _____

Flags must be provided to the Town by the Applicant. Flags may be the same size or smaller than the U.S. Flag, but never larger with grommets for securing the lanyard.

The flag may be the same size or smaller than the U.S. flag, but never larger

Identify Commemorative or Organizational reason: _____

Name of Commemorative or Organizational Flag to be Flown: _____

Date (s) of the Event: _____

Special Requests: _____

Signature of person making this request: _____

This Application must remain on file in the South Windsor Town Manager's Office and cannot be submitted more than once in a calendar year.

Received by the Town Manager on: _____ (date)

Town Manager: Approved: _____ (date) *Denied:* _____ (date)

Signature/Town Manager: _____

Town Council: Approved: _____ (date) *Denied:* _____ (date)