

City of Milan Flag Raising Policy

1. The City of Milan, Counties of Washtenaw and Monroe, Michigan (the “City”), acting through its City Council, may allow the display of guest flags on the City flagpole to commemorate an event or occasion that the City wishes to recognize.

IMPORTANT NOTICE: The City’s flagpoles are not intended to serve as a forum for free expression by the public and are instead reserved and used exclusively as an expression of the City’s official sentiments.

2. A third-party organization or individual may request that the City raise a particular flag on the Plaza. All such requests will be reviewed and processed by the City administration and presented to the City Council for final approval or denial. The City administration will notify the applicant organization whether the event is approved or denied, such decision to be made in the City’s sole and complete discretion. However, approved flags will be limited to those that relate to Presidential proclamations and those previously approved by majority vote of the City Council.
3. Applicants must complete an event application at the following web site [www.milanmich.org] or see below.
4. Requests to raise flags must be made at least thirty (30) days prior to the requested date and should generally include the following information.
 - a. Name of the requesting organization;
 - b. Contact information;
 - c. Requested event or occasion;
 - d. Date or time period of event or occasion;
 - e. Explanation or purpose of the event or occasion;
 - f. Description of the applicant organization including any local, national or international affiliation, brief history, website address, nonprofit status, and any other relevant information.
5. Applicants may be required to pay for security, custodial, or other costs, if City resources are required.
6. In some instances, Applicants may be required to apply for special event or other permits depending on the scale of the event.
7. Please refer to the City of Milan Flag Raising Rules found in Exhibit 1.

City of Milan
Flag Raising Rules

1. At no time will the City of Milan display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, or religious movements.
2. Flag raisings must occur on a normal business work day, generally between the hours of 10:00 am and 4:00 pm. The City will use its best efforts to raise guest flags promptly after approval by City Council. 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. If an applicant requests a flag raising outside of the above times, he or she must seek a waiver from the City Council and provide an adequate justification. The decision of the City Council will be final.
3. All flag raising events must be open to members of the public.
4. The guest must deliver the appropriate size flag to the City of Milan City Clerk and retrieve the guest flag promptly after the raising. The flag must be clean and serviceable with dimensions no greater than 3 feet wide by 5 feet long with appropriate holes for flying. The City of Milan will not be responsible for guest flags not retrieved and may discard flags unclaimed for a period of thirty (30) days.
5. Only flags in honor of causes recognized by Presidential proclamation will be approved for display. In addition, the City may also authorize the display of flags which have previously been approved for display by City Council.
6. If ordered, flags may be lowered to comply with the U.S. Flag Code. If the Governor or other appropriate authority orders that the U.S. Flag be flown at half-staff, no other flag may be flown higher than the U.S. Flag.
7. Only one guest flag shall be displayed at a time.
8. Guest flags will be flown for no more than one calendar month.
9. Any guest flag authorized by City Council to be displayed shall be considered “governmental speech” only and shall not be deemed a limited public forum.



**CITY OF MILAN
GUEST FLAG RAISING REQUEST FORM**

NAME: _____

ORGANIZATION: _____

ADDRESS: _____

CITY, STATE, ZIP _____

WEBSITE ADDRESS: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

DESCRIPTION OF APPLICANT ORGANIZATION (INCLUDE LOCAL, NATIONAL, OR INTERNATIONAL AFFILIATION, BRIEF HISTORY, AND OTHER RELEVANT INFORMATION):

PURPOSE OF EVENT OR SPECIAL OCCASION REQUESTED: _____

**** Date of Event:**

**** Time of Event- From:**

To:

IS THE FLAG YOU ARE REQUESTING TO BE RAISED FOR A CAUSE RECOGNIZED BY PRESIDENTIAL PROCLAMATION (CIRCLE YES OR NO; IF YES, PROVIDE A COPY OF THE PRESIDENTIAL PROCLAMATION WITH THIS REQUEST FORM): YES NO

SIGNATURE: _____ DATE: _____

OFFICE USE ONLY	
City Administrator: _____	
Reviewed: _____	
Chief of Police: _____	
Reviewed: _____	