



Town of Milton Civic Flags Display Policy

Effective: July 20, 2020

Purpose: To establish parameter for the orderly and tasteful display of civic flags denoting civic organizations and National Observances within the Town of Milton. This policy ensures that flags reflect a connection to matters of Municipal interest. This policy will provide the opportunity to interested and eligible non-profit organizations to display a flag on a civic flagpole located at the River Street Park. When no civic flag is being presented, the Town of Milton flag will be displayed.

Criteria: In order to be eligible, the organization must retain the following characteristics, in advance of proposing to display their Organizations or Observances Flag.

The Group must be a legitimate, national or Vermont recognized non-profit organization. A non-profit organization must prove to be qualified under all relevant state and federal laws including, but not limited to, those of the Internal Revenue Service.

Membership to any organization proposing a flag through this policy must be open to the general public without regard to race, age, sexual orientation or national origin.

If there is space for the flag, and the organization qualifies, then approval will be granted on the condition that all flags, new and replacements, are to be provided by the organization to the Town for display. Flags in disrepair will be removed by the Town. The Town will provide seven (7) days written notice prior to removing the deteriorated flag. Failure to provide a replacement within that period will result in the organization losing a place on the post. The Town of Milton is not responsible for lost or stolen or damaged flags. If malicious or criminal activity is believed to have occurred, the organization can replace the flag and activity will be investigated by Milton Police.

Standards: The following information provides a guideline to define an acceptable flag. The information in this section defines the minimum standards that must be met in order for any display on a civic flagpole located at the River Street Park. The Town does not wish to have the flag detract from the Town of Milton or become a distraction to citizens visiting the River Street Park.

1. **Size:** Each flag will be no larger than 3'x5'.
2. **Shape:** The proposed flag will be a traditional double-sided rectangular flag.
3. **Materials:** The flag will be fabricated out of durable exterior material (i.e. nylon, polyester) designed to withstand exposure to the climate.
4. **Number of Flags:** The Town will permit no more than one (1) flag on the civic flagpole at any given time.
5. **Restrictions:** Flag requests that espouse hatred, racism, violence or, politically or religiously motivated, will be rejected.

Procedure: The steps below outline the process to display a flag on the civic flagpole located at the River Street Park.

Application: A representative of the interested group will submit an application with the following information, to the Town Manager:

1. A photo of the actual flag that is being requested to be raised on the civic flagpole.
2. A written description of the organization, if possible, the charter or bylaws, a description of the type of organization and number of years in existence in the Town of Milton, State of Vermont or US.
3. Any other relevant information on the organization including a current point of contact. Each organization has a responsibility to keep the town advised of its current information with respect to the contact information of the responsible individual(s).
4. In the event of two (2) or more organizations requesting the same time period, the Town Manager and/or designee will reach out to all parties to come up with a responsible solution.
5. Civic Flags will follow national observance time frames but will not be permitted to be raised for longer than a calendar month, per calendar year.

B. Application Due Date(s):

1. Applications for civic flag display are due before the 2nd Monday in November to allow for approval and planning of flag raising.
2. Applications for civic flag display not made before the 2nd Monday in November can still be made thirty (30) days in advance of requested raise date, however the request will not be approved if another flag has already been approved for that time frame.

C. Approval/disapproval to display a flag:

1. If the organization is deemed qualified, and there is room on the flagpole, then they are responsible for providing the flag to the Town Manager's Office for it to be raised. The approved letter of application and all supplemental information will be filed in the Town Manager's Office.
2. If they qualify, but there is insufficient room on the civic flagpole, then they will be placed on a waiting list or raised when space is available.
3. If the organization is deemed unqualified then a letter of response will be sent by the Town Manager. Every effort will be made to respond in writing within ten (10) working days. Failure to respond will not automatically be deemed approval to raise the flag. The applicant may appeal the decision of the Town Manager to the Select Board.

D. Flag Raising Ceremony: If an organization would like to have a flag raising ceremony it can request one on the application. A flag raising ceremony will comply with the following:

1. The Town of Milton will not staff the ceremony and the raising of the flag will be the organization's responsibility.
2. The Ceremony will be restricted to thirty (30) minutes.
3. The Ceremony will not use megaphones, have "live" music or serve or consume alcohol.
4. The Ceremony cannot interfere with day to day business of the Town of Milton or its citizens.
5. Ceremonies with expected large crowds may be requested to also fill out "Application for Facility Use".