



The City of **WORCESTER**

Office of Human Rights & Accessibility

Request to Display Cultural Flag at City Hall

Policy:

The City of Worcester is a diverse community with residents of different cultural backgrounds from around the world. As such, we recognize that the raising and displaying of cultural flags enhances public awareness of this fact and expresses respect to all members of our community. The City of Worcester wishes to ensure that the displaying of cultural flags is exercised in a consistent and appropriate manner. Therefore, consideration for approval will be on ***a first come first served basis***. The City of Worcester Human Rights Policy will guide decision making for granting the display of cultural flags. Flags are typically **displayed for a one-day period**. If there is a request for a longer period of time please indicate so on this form. Flags must be dropped off in City Hall Room 101 no later than two (2) days prior to date requested to be raised and picked up within two (2) days after being displayed. This policy applies to flags displayed at City Hall.

Procedure:

1. Requests to display a cultural flag must be submitted to the Office of Human Rights & Accessibility for consideration. Submissions can be emailed to humanrights@worcesterma.gov, faxed: 508-799-1218, hand delivered or mailed to City Hall Room 101, 455 Main Street, Worcester, MA 01608.
2. Requests to display cultural flag must be made at least two (2) weeks in advance of the date it is to be raised.
3. Please provide information regarding the reason for your request (i.e. Nation's Independence Day, upcoming cultural festival, etc.).
4. All flags temporarily displayed will:
 - a. Be in good condition and free of tears and/or tattered edges
 - b. Be supplied by and be the responsibility of the applicant
 - c. Be on display in front of City Hall, 455 Main Street.

Flag specifications:

The flag measurements are maximum of 5' x 8', standard outdoor flag (ie: waterproof and heavy duty) and should have 3 metal grommets.



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Application

Please complete all information fields below:

Name: _____

Organization: _____

Contact: (phone) _____ (email) _____

Flag: _____

Reason for request: _____

Date for flag to be flown: _____

(Note: all flags will be put up first thing in the morning Monday thru Friday unless arrangements have been made with the Mayor's office for an alternate date/time)

Actual date of independence/cultural event: _____

Please note:

Ceremonial requests may be made to Mayor's Office (Mayor@WorcesterMA.gov) or the City Council (Council@WorcesterMA.gov)

For permit and event planning questions and requests please see: worcesterma.gov/parks/plan-an-event

For questions and additional requests relating to the flag raising contact the Office of Human Rights & Accessibility at 508-799-8486 or humanrights@worcesterma.gov

Official use only:

Approval: _____ Date: ____/____/____
Office of Human Rights & Accessibility