

## **Protocol for Use of the SGA Flagpole**

Responsible Official: Student Government Association  
Student Senate

Effective Date: February 2, 2021

---

Sponsors who have not utilized the Flagpole in the prior term will receive priority, followed by Flag Sponsors who have not utilized the Flagpole in the current term. To the extent availability remains after the close of the applicable solicitation period, additional requests will be considered on a rolling, case by case basis and must be submitted a minimum of ten (10) business days before the proposed date of use.

Request for Use Forms must contain all required information, including the name and contact information for the Sponsor's designated representative, a description of the display's purpose and relation to the University mission, a written or pictorial depiction of the proposed flag, and start and end dates of the proposed use. If the proposed dates are tied to a specific campus event or activity, the Request for Use should provide the start and end dates of the corresponding campus event for reference. Requests may be made for a maximum duration of thirty (30) days.

All flags to be flown on the SGA Flagpole must be provided by the Flag Sponsor, and be of professional quality. Specifically, the flag must be made of materials, including affixation methods, that will not damage the grounds or facilities where they are displayed, or pose an undue risk of harm to pedestrians. Additionally, in compliance with the United States Flag Code, the flag may not be larger in size than the United States Flag displayed on the adjoining flagpole.

Reasonable attempts will be made to accommodate all valid requests. However, due to the limited number of dates and the many groups and organizations present on campus, the SGA Judicial Committee may deny, approve, or approve requests only in part. An SGA Flagpole Use Request is only authorized when approval is communicated in writing by the SGA Judicial Committee. The notice will indicate the approved dates for the display, and any procedures for flag drop off and retrieval. To the extent service costs are incurred to fly a flag, the Flag Sponsor will be responsible for such charges.

Flag content may be general in nature, graphically, symbolically, or verbally representing or depicting the Flag Sponsor, or an event the Flag Sponsor is leading. The flag display must not violate federal, state, or local law, or any University policy. The SGA will not deny use of the Flagpole on the basis of the viewpoint of the entity or unit seeking its use.

A Flag Sponsor may appeal the decision of the Judicial Committee to deny, in whole or in part, a Flagpole Use Request. This is done by sending a formal appeals letter to the Judicial Committee Chair outlining, in detail, the basis for the appeal. The Judicial Committee will review the letter of appeal and issue a decision. If the Flag Sponsor is unsatisfied with the decision of the Judicial Committee, they can request review by the ad-hoc Appeals Committee. This committee is comprised of the chairs from all of the SGA committees and the Executive Branch. A minimum of 2/3 of the SGA Senate Committee Chairs and 2/3 of the Executive Branch must take part in the appellate process. The Appeals Committee has the discretion to entertain additional comments from the Flag Sponsor and the Chair of the Judicial Committee, or to proceed solely on the basis of the written appeal. The Committee will vote on their decision and must have an approval of 2/3 of the Appeals Committee. The decision made by the Appeals Committee will be the final decision of the SGA.

---

for the fall and spring semester; (2) Homecoming, Reunion and Family Weekend; or (3) the week prior to and the week following Commencement.

Upon formal action of the SGA, and in recognition of an unforeseen event, or upon advance request to the Judicial Committee from the Office of the President or Provost,