

**TOWN OF CAROLINE FLAG AND BANNER DISPLAY POLICY Proposed to
Town Board; January 2019 (Adopted March 19, 2019)**

1. This policy (the "Flag Policy") shall apply to all flags, banners, signs, and plaques (and similar traditional display devices), all individually and together herein referred to as "flags," unless otherwise noted by reference or the context hereof.
2. All flags shall fly in accord with the standards of United States Code, Title 4 or applicable law.
3. The locations where flags may be displayed on Town-owned property include the following locations:
 - a. Only governmental flags will be flown on the official halyard and flagpole adjacent to and immediately in front of the Town Hall building at 2670 Slaterville Road, Slaterville Springs, NY 14881.
 - b. Town of Caroline permitted and approved flags may be flown on the wall mounted display area located on the east post of the Town of Caroline Business Office at 2668 Slaterville Road, Slaterville Springs, NY 14881.
4. The Flags initially approved under this Flag Policy include and limited to the following to fly on the governmental pole are:
 - a. The U.S. flag.
 - b. The New York State flag.
 - c. The official flags of the President and Vice President of the U.S.
 - d. The POW-MIA flag.
5. If placed upon the official Town halyard or flagpole, no more than one flag shall fly below the U.S. flag.
6. No commercial flags shall be flown or displayed, and no flag may be displayed for commercial purposes.
7. Any resident wishing to obtain space upon the Town's public wall mount pole, or other locational display site approved under this Flag Policy shall apply for a permit allowing the same through the Town Clerk's Office. Such application shall be approved and the permit issued by the Town Clerk if the applicant completes the permit and demonstrates compliance with this Flag Policy, including that the proposed flag is on the approved Flag List, corresponds to a recognized monthly observance, and complies with the other requirements of this Flag Policy. The Town shall maintain an updated list of approved flags and observances to assist applicants in preparing permit applications.
8. In the event a requested flag requested in a permit application is not on the list of approved flags, the Town Clerk shall forward the application to the Town Board, which shall determine whether such flag is generally recognized on a national level and is or was: (i) created or issued as an officially recognized flag of the United States; or (ii) created or issued in relation to a national observance month proclaimed by Act of Congress, Presidential Proclamation, or Executive Order. If affirmatively so determined and the flag and permit application demon-

strate compliance with this Flag Policy, the Town Board shall approve the application and the Town Clerk shall issue the permit.

9. Only flags recognized by the United States through an Act of Congress, Presidential Proclamation, or Executive Order, or flags nationally recognized in relation to a national month of observance by the United States through an Act of Congress, Presidential Proclamation, or Executive Order shall be granted a permit.
10. The Town Clerk shall request such information in the permit application as is deemed necessary to carry into effect this Flag Policy, and this Flag Policy may be updated by Town Board resolution from time-to-time, whether to add federal daily or weekly days of observance, State-recognized observances, to amend procedures, to implement a fee schedule, to repeal this Flag Policy, or otherwise.
11. It shall be the responsibility of each permit applicant to apply at least 30 days in advance of the desired date of display as to allow proper permit review, as well as to supply, at their own expense, a flag (no larger than 3' x 5') which complies with this Flag Policy, and U.S.C. Article 4 and federally recognized flag protocols, rules, and standards. The Town is not responsible or liable for maintenance, damage, loss or storage of permitted flags. Flag owners must retrieve their property from the Town of Caroline business office within one week of the end of the observation period. After this time it will be the discretion of the Town as to the disposal/retention of the permitted flag.
12. Unless otherwise approved and stated in any permit, no flag shall fly other than during its period of recognized observance.
13. Flags flown on the public wall mounted pole must receive approval through the permit application by the Town of Caroline per the guidelines outlined in this proposal/resolution and shall be flown on a first come first served basis.
14. This Flag Policy shall at all times be construed in accord with applicable law. If for any reason at any time any provision herein shall be deemed illegal, unconstitutional, discriminatory against any person, group, or viewpoint, or invalid, this Flag Policy shall be suspended and no permits shall be issued or approved until this Flag Policy is brought back into compliance with applicable law or constitutional requirements, including but not limited to the holdings or determinations of any court or tribunal of competent jurisdiction.

General Display Rules for U.S. Flag:

- When displayed with other flags, the size of the American Flag should be larger than the other flags or relatively equal to the size of the largest flag. Other flags should not overshadow the American Flag in any way.
- The American Flag should be flown higher than lesser flags. If the flags are displayed on the same level, the American Flag should be flown to the (*flag's own*) right of all other flags. The right is a position of prominence.
- If the flags of other nations are displayed with the American Flag, they should be of equal size and at equal heights on separate staffs at a time of peace. The American Flag should be displayed to the (*flag's own*) right but not higher than other national flags.
- In a group of state, local and/or society flags, the American Flag should be flown highest and in the center.
- The American Flag should be hoisted first and lowered last, when flown with other flags on adjacent staffs.
- When the American Flag is displayed against a wall with another flag, it should be on the (*flag's own*) right with its staff in front of the other flag.
- Another nation's flag shouldn't be displayed on the same halyard as the American Flag.
- If a state, local or society flags are flown on the same halyard with the American Flag, the American Flag should be at the top.
- If the American Flag is carried in a procession with other flags, it should be to its own right or in the center of a line of flags.

Days of Observance Recognized by Proclamation:

- January: National Mentoring Month
- January: Stalking Awareness Month
- January: Slavery and Human Trafficking Prevention Month
- February: American Heart Month
- February: Black History Month
- March: American Red Cross Month
- March: Women's History Month
- March: Irish-American Heritage Month
- April: Cancer Control Month
- April: National Donate Life Month
- April: National Child Abuse Prevention Month
- April: National Sexual Assault Awareness Month
- April: National Financial Literacy Month
- May: Older Americans Month
- May: Jewish American Heritage Month
- May: Asian Pacific American Heritage Month
- May: Mental Health Awareness Month
- May: National Physical Fitness and Sports Month
- May: National Foster Care Month
- June: Gay and Lesbian Pride Month
- June: Caribbean-American Heritage Month

- June: Great Outdoors Month
- June: National Oceans Month
- June: African-American Music Appreciation Month
- July: National Ice Cream Month
- September: Childhood Cancer Awareness
- September: National Sickle Cell Awareness Month
- September: National Alcohol and Drug Addiction Recovery Month
- September: National Ovarian and Prostate Cancer Awareness Month
- September: National Wilderness Month
- September: National Preparedness Month
- September: National Childhood Obesity Awareness Month
- September: Prostate Cancer Awareness Month
- September 15 - October 15: National Hispanic Heritage Month
- October: National Information Literacy Awareness Month
- October: Italian-American Heritage and Culture Month
- October: Country Music Month
- October: National Breast Cancer Awareness Month
- October: National Domestic Violence Awareness Month
- October: National Arts & Humanities Month
- October: National Disability Employment Awareness Month
- October: National Cyber Security Awareness Month
- October: National Energy Awareness Month
- November: National Entrepreneurship Month
- November: Military Family Month
- November: National Bone Marrow Donor Awareness Month
- November: National Hospice Month
- November: National Adoption Month
- November: National Family Caregivers Month
- November: National Alzheimer's Disease Awareness Month
- November: National Diabetes Month
- November: National American Indian Heritage Month
- December: National Impaired Driving Prevention Month
- December: National Critical Infrastructure Protection Month

Town of Caroline

Applicant Information

Dates of observance requested: _____

[illegible]

Date:

Official Use Only

Date: _____