

City of Westfield
City Hall Flag Policy

Scope: This policy shall encompass those flags raised at the Municipal Building (City Hall), located at 59 Court Street, Westfield.

Purpose: The purpose of this policy is to describe and authorize what flags are flown at the Municipal Building on municipally controlled flag poles.

Standard Flag Procedure: The Flag of the United States of America shall be flown in accordance with applicable State and Federal laws and the U.S. Flag Code. Accordingly, it shall be the policy of the City of Westfield that:

- 1.) The American Flag shall be flown only during daylight hours unless properly illuminated.
- 2.) The American Flag shall not be flown during inclement weather.
- 3.) The American Flag shall be flown at full staff subject to Federal and State orders and / or this policy.
- 4.) The American Flag shall be flown on all Federal and State holidays.

Half-Staff Protocol: Westfield's municipal American Flag shall be flown at half-staff under the following conditions.

- 1.) When so ordered by the Federal Government, President of the United States, Commonwealth of Massachusetts, Governor of Massachusetts, Westfield City Council, or the Mayor of the City.
- 2.) Upon the death of any active-duty military personnel with a principal place of residence within the City or who lived within the City as a minor.
- 3.) Upon the death of any past or present Westfield elected official, appointed official, or active employee.

When the flag is flown at half-staff in accordance with Sections 2 or 3 the flag shall remain lowered until the time of the decedent's burial. If no burial is scheduled the flag shall remain lowered for five calendar days. The Mayor, at her / his sole discretion, may extend this period of time.

Other Authorized Flags: The "Municipal Flag of Westfield" shall be flown in accordance with the above listed procedures and policies. The so-called "POW/MIA" flag shall be flown as customarily done and in accordance with the above listed procedures and policies.

Other Flags: The City of Westfield, acting by and through the Mayor, may allow the raising of flags at 59 Court Street, in front of City Hall to commemorate an event or occasion.

Those groups or individuals requesting the raising of a particular flag must petition the Mayor's Office at least four weeks prior to the requested date of the flag raising. All such requests will be

reviewed by the Mayor. The applicant/organization making the request will be notified whether the flag raising is approved or denied, such decision to be made in the Mayor's sole and complete discretion.

Applicants must complete an application which can be found at the following link:

<https://www.cityofwestfield.org/DocumentCenter/View/11103/Municipal-Building-Flag-Policy>

Flag raisings must occur on a normal business day during normal business hours. Flags will be flown for a twenty-four-hour period. Requests to raise a flag outside of those times/duration will be at the sole discretion of the Mayor or her / his designee. All flag raising events must be open to members of the public. Flags may not be larger in dimension than the American flag that is being flown and must be clean, serviceable and provided by the applicant.

Guest Flags will remain the property of the applicant, and it will be the responsibility of the applicant to provide the flag to the mayor's office during normal business hours at least 3 days prior to the flag raising. Applicants can retrieve the flag at the end of the period when the flag is flown during normal business hours.

The City assumes no responsibility or liability for the care or condition of the flag. The City reserves the right to remove the flag at any time without cause. By applying, the applicant(s) agrees to release and hold harmless the City of Westfield from any and all liability and / or claims of any kind whatsoever that the applicant(s) may suffer as a result of the City's actions or inactions.

In the event of a conflict or inconsistency between any part of this policy with any state or federal law, or the U.S. Flag Code, the relevant law and / or code shall take precedence. If any provision of this policy is ruled invalid by a court of competent jurisdiction the remainder of the policy will remain in full force and effect.

Guest Flag Application.

Date: ____/____/____

Contact Name: _____

Address: _____

Contact Phone #: _____

E-Mail address: _____

Name of event: _____

Description of Event:

Proposed date & time: _____

Expected number of attendees: _____

Do not write below this line.

Approved: _____

Not Approved: _____

Signature: _____

Date: _____

The Flag has been provided Yes____ No____ Date:_____

The Flag has been retrieved Yes____ No____ Date:_____