



## 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 one time per year**. Flags must be dropped off in City Hall Information Desk on the first floor (or if closed go to the City Manager's office on the third floor), 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 only displayed at City Hall.

### Procedure:

1. Requests to display a cultural flag must be submitted online [Request to Display a Cultural Flag | City of Worcester, MA](#)
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 fill out the online form with the reason for your request (i.e. Nation's Independence Day, upcoming cultural festival, etc).
4. All flags approved to be raised 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.
  - d. Flags must have at least two (2) grommets to be raised
5. Flags shall be promptly picked up within two (2) days after the flag is raised.

### Flag specifications:

The flag measurements are a minimum size of 4' x 6', and a maximum size of 5' x 8', standard outdoor flag (ie: waterproof and heavy duty).



The City of  
**WORCESTER**  
Office of Human Rights & Accessibility

**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 Human Right'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](mailto:Mayor@WorcesterMA.gov)) or the City Council ([Council@WorcesterMA.gov](mailto:Council@WorcesterMA.gov))

For permit and event planning questions and requests please see: [worcesterma.gov/parks/plan-an-event](http://worcesterma.gov/parks/plan-an-event)

For questions and additional requests relating to the flag raising contact the Office of Human Rights & Accessibility at 508-799-1995 or [EODEI@worcesterma.gov](mailto:EODEI@worcesterma.gov)

Official use only:

Approval: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Office of Human Rights & Accessibility