

Flag Display Policy, Guidelines, and Procedures

The purpose of this policy is to provide guidance and process for the display of flags on the Valparaiso University campus by officially recognized university organizations. As a private faith-based University, we retain all rights related to the use of the university's own property and spaces and exercises of expression in those spaces. In general, with the exception of the U.S. flag, State flag, or flags of specific University recognition, permanent flag displays are otherwise not permitted. The request to hang a flag in a public space approved by the University is a process of reservation in the appropriate designated spaces and fulfillment of procedures.

Procedures:

1. Recognized University organizations and/or other University offices and entities supporting students may submit a request to hang a flag of symbolism or representing the organization, when such a flag is not in conflict with any University policy or otherwise University discretion, to be hung for a minimum of 24 hours and a maximum of seven days in pre-identified locations on campus (TBD).
 - a. Special circumstances may be given to hang a flag for a longer period of time at the approval of the Assistant Vice President for Student Life (Harre Union) or the Dean of the Library (CCLIR), and any flag request may be subject to consultation and approval, when necessary, with the Vice President and General Counsel.
2. Flags will normally be approved for no more than one seven-day period each semester.
3. The sponsoring organization must submit the Flag Request Form using the myValpo system for a student organization, or through the Harre Union reservation system for campus departments and entities, five business days in advance for the first date of the request to have the flag hung.
4. Requests are reviewed on a first come first serve basis in the order in which they are received.
5. Upon approval, the organization will deliver the flag to the Student Life Administration Suite and it will be properly hung on the assigned day(s) in the designated appropriate location by staff in oversight of the designated area. Any costs associated are the responsibility of the requesting entity.
6. Requests that may be outside of this policy and guidelines will be reviewed by the Assistant Vice President for Student Life in consultation with the Dean of the Library, and the Vice President and General Counsel as necessary.
7. Campus events or extraordinary circumstances may preclude any flag being hung during a specified period of time.

Flag Specifications:

1. The flag must be a professionally produced, commercially available flag which has been outfitted to fly on a flagpole (i.e., grommited and reinforced).
2. The sponsoring organization must provide, at its own cost, the flag to be flown.
3. The flag can be no smaller than 4' x 6' and generally no larger than 8' x 10'.

Approved Locations for Flags:

1. Harre Union Atrium Overlook
2. Christopher Center Grand Staircase Overlook