



Policy Number and Title: SL.5.01 Flag Usage

Division	Student Life
Policy Section:	SL.5 (Student Engagement and Formation)
Applicable to:	Students, staff, faculty, guests
Effective:	President's Cabinet (April 7, 2006)
Most Recent Revision:	President's Cabinet (January 13, 2022)
Contact:	Intercultural Education Coordinator, DeFehr Front Desk Manager

Statement of Policy

This policy establishes a framework for the storage and use of flags on LCC's campus.

Rationale

Since LCC is an international community, flags are frequently used at various events. Clear rules and procedures for usage and storage of flags are needed to ensure they are available and in good condition when needed for campus events.

Details**1. Responsibility and storage**

- a) The Intercultural Education Coordinator (IEC) purchases national flags for each country represented within LCC's student body.
- b) The flags remain in IEC's Office throughout the academic year. The flagpoles and stands are stored in the Neufeld Auditorium storage room.
- c) During the summer months, the responsibility of flag maintenance will be transferred to the DeFehr Front Desk Manager. Flags may still be checked out and the same return policy will be in place.
- d) Facilities Manager is responsible for the stands and the poles and their maintenance and appropriate appearance.
- e) Flags should be always treated with respect when storing, transporting, or in other cases.

2. Flag Usage

- a) At formal events (including but not limited to convocation and graduation) and on all institutional flag poles, LCC only displays flags recognized by Lithuania.
- b) Graduation will include the flags of each graduating student.
- c) Flags which are not officially recognized by Lithuania, including non-sovereign state flags, political flags, or special interest flags, can be used for educational programs or personal use, but will not be flown at formal events or on institutional flag poles.
- d) Students wishing to raise their national flag must contact the Intercultural Education Coordinator with one week notice. International flags can be flown one day each year in front of DeFehr center.
- e) Lithuanian flag must be displayed publicly on all approved dates that are mandatory for governmental and public institutions and according to the procedure specified in the Law on National Flag¹. The responsibility for the implementation of these regulations while displaying the Lithuanian State Flag near the buildings shall fall with Facilities Manager.
- f) Flags should be handled with respect during storage, transportation, and display. Using a flag for drapery or any other decoration is forbidden. Damaged or worn-off flags need to be given to Facilities Manager for proper disposal.

3. Check out and set up

- a) The flags can be "checked out" as needed by persons or departments on campus through the Intercultural Education Coordinator by signing the "Flag Sign Out" form listing department, country of flag checked out and signature of person responsible for the check out during the school year.
- b) Maintenance department is responsible for the setup of the stands and the poles and needs to be contacted in advance with specific details.

¹ <https://e-seimas.lrs.lt/portal/legalAct/lt/TAD/TAIS.21111?jfwid=32wf6lrm>

- c) The flags can be rented out to external parties as long as a proper agreement (including information about the rental fees, the rental period, and details regarding reimbursement for damages) is made.

4. *Return and take down*

- a) The flags should be returned no later than 2 hours following a weekday event from 9:00-17:00. For events that occur after 17:00 during the week, the flags should be returned to the DeFehr Receptionist immediately following its usage and no later than 10:00 Monday morning for an event held over the weekend. If not returned or if the flag is damaged, the responsibility then falls on the person or program that used the flag(s) to replace it, including shipping costs.
- b) Maintenance department is responsible for take down of the stands and the poles and needs to be contacted in advance with specific details.

5. *Other flags on campus*

- 1. LCC institutional flags (with Logo) are owned and managed by Facilities office.