



## City of Lowell Office of Cultural Affairs & Special Events

### Flag Raising Policy

#### City Flags

1. The purpose of this policy is to establish guidelines for the display by the City of Lowell of flags on the flag poles maintained by the City outside of City Hall.
2. The City reserves these flagpoles as a site for the expression of the City's values and ideals, and not as a forum for free expression by the public.
3. Flags should be flown in conformance with Federal and State polices, as stated in the Federal "Our Flag" publication of the Congress, House Document No. 96-144, Chapter 2, Section 6 of the Massachusetts General Laws and Chapter 2, Section 6A of the Massachusetts General Laws.
4. Flags customarily flown by the City are as follows: The U.S. Flag, the Massachusetts Flag, and the City of Lowell Flag.

#### Other Flags

5. The City, through its City Manager, may allow the flying of other flags and flag raising events to commemorate nationally recognized celebrations, days of observance, or other events which reflect the City's official sentiment, if so requested by Lowell residents or by an organization based in Lowell.
6. Requests for a particular flag and/or a flag raising ceremony shall first be submitted to the Office of Cultural Affairs & Special Events ("CASE"), which shall perform an initial review to determine if the particular flag and event is keeping with this policy. CASE will notify the applicant organization as to whether an approved application is forwarded to the Lowell Police Department or if the request has been denied at the initial level or by LPD. Such decision shall be made in the City's sole and complete discretion.
7. If the Governor or other appropriate authority orders that the U.S. Flag be flown at half-staff, no other flag may be flown higher than the U.S. Flag. If ordered, the customary and other flags may be lowered to comply with the U.S. Flag Code.
8. At no time will the City display flags deemed to be inappropriate or offensive in nature, those representing a religious movement, or those representing movements in conflict with any of the City's policies, including but not limited to its Non-Discrimination Policy.



## Applications for Flag Raising Events

9. Applicants must complete the Flag Raising Application Form, which is available in the Office of Cultural Affairs and Special Events or at the following web site:  
<https://lowellma.gov/1410/Flag-Raising>
10. Requests must be made at least four (4) weeks prior to the requested date and should generally include the following information:
  - a. Requesting organization:
    - i. Applicant Name (organization);
    - ii. Contact Name;
    - iii. Contact Information (email, etc.);
    - iv. Any other information the organization wishes to be considered.
  - b. Date and time period of event.
  - c. Name of event or occasion and related Country (if applicable).
    - i. Name of event or occasion and related Country (if applicable).
  - d. Description of the event or occasion being commemorated.
  - e. Whether the event requires a podium and/or sound system, and whether the flag raising will be followed by a reception.
  - f. Dimensions of flag to be flown (excessively large or small flags may be denied).
  - g. Description of anticipated scale of event, including number of attendees.
11. Applicants are responsible for the planning and set up of the flag raising and, if applicable, reception. City facilities may provide a speaking podium, PA system, and a staff member who will raise the flag. If the applicant chooses to host a reception at City Hall following the flag raising, the reception will either be held outside of City Hall or in the lobby of City Hall at the sole and complete discretion of the City.
12. Applicants may be required to apply for a special event permit or other permits and licenses depending on the size and details of the event.
13. Applicants may be required to pay for security, custodial, or other costs, if City resources are required or exceeded more than 2 hours.
14. Applicant shall leave the premises in the condition found prior to the start of the event at no expense to the City. The City is not responsible for anything left or stored in the event footprint by applicant. (i.e., Nation's Independence Day)
15. Ceremonies are held between 10 AM and 4 PM . If an applicant requests a flag raising outside of the normal business hours, they must seek a waiver from CASE and provide an adequate justification. **An approved flag will be flown only once per calendar year (January 1 – December 31).**



### Event Requirements

16. All flag raising events must be open to members of the public. Guests must adhere to the City's Non-Discrimination Policy and City ordinances.
17. The applicant must deliver the flag in a clean and serviceable condition to the City via the Mayor's Office at least 1 business day before the event. The applicant must retrieve their flag after the raising ceremony as the City will not be responsible for unretrieved flags.
18. The applicant's flag will normally be flown for one week.

### Examples of Flags which Comply with this Policy

- a. Flags of foreign nations;
- b. Rainbow flag for Pride Month;
- c. Flags commemorating Juneteenth;
- d. Afro-American flag celebrating Black History Month;
- e. Flags of sports teams based in Lowell commemorating a significant achievement.

Thomas A. Golden, Jr.  
City Manager

03/17/2025  
Date