



Englewood Public Library  
Flag Raising Policy

Requests from a third-party organization or individual to raise a particular flag on the Plaza will be referred to the Englewood City Council for approval. The applicant will be notified whether the event is approved or denied. The flag may be mounted for up to one month maximum.

Requests to raise flags shall be made at least four (4) weeks prior to the requested date and should generally include the following information.

- Name of the requesting organization;
- Contact information;
- Requested event or occasion;
- Date or time period of event or occasion;
- Explanation or purpose of the event or occasion;
- Description of the applicant organization including any local, national or international affiliation, brief history, website address, nonprofit status, and any other relevant information.

Please e-mail to City Manager Robert Hoffmann at [rhoffmann@cityofenglewood.org](mailto:rhoffmann@cityofenglewood.org)

In some instances, Applicants may be required to apply for special event or other permits depending on the scale of the event.

At no time will the Englewood Public Library display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, or religious movements.

Flag raisings must occur on a normal business work day. Requests to raise a flag on a Saturday, Sunday or holiday will normally be referred to the business day before or after the weekend or holiday.

All flag raising events must be open to members of the public. Guests must adhere to not discriminate on the basis of sex, race, religion, etc.

The Library is not responsible for setup/cleanup of the flag-raising event. There are limited hours on certain days of the week and/or holidays.