

[Exhibit A]

William Paterson University Policy University Policy

SUBJECT:	University Outdoor Flag Policy	TITLE:	University Outdoor Flag Policy		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University <input checked="" type="checkbox"/>	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	Chief Diversity Officer		Responsible Office:	Equity & Inclusion	
CODING:		ADOPTED:	12/23/20	AMENDED:	8/29/24

I. PURPOSE

This policy applies to the three main flagpoles on University Property and sets forth the approval process for the temporary and long-term display of flags and the conditions and limitations for the display of flags.

II. ACCOUNTABILITY

The Chief Diversity Officer is responsible for enforcement of this policy. The Center for Diversity & Inclusion is responsible for administration of the policy.

III. APPLICABILITY

The policy governs the use of William Paterson University campus flag poles specifically those located outside of Shea Auditorium along Pompton Road. The main flag pole displays the American flag; of the two secondary flag poles, one will have a permanent display of the NJ State Flag and the second will be designated for “Special Flags” such as those for university theme celebrations available for scheduling by internal organizations.

IV. DEFINITION(S)

Internal Organizations: (1) Student Organizations, (2) University Sponsors

Student Organizations: Student groups or organizations that are recognized by the University and in good standing.

External Organizations: Any group or organization that is not affiliated with the University.

Temporary Flag Displays - Temporary display is defined as a short-term display in support of approved campus events, cultural celebrations, or in response to State, national or international events. These displays will have a defined start and end date.

University Property: Any facility or property owned, operated, leased or maintained by the University, including all of the buildings and grounds on the University's campuses and instructional sites or any building or property otherwise within the direction and control of the University.

University Sponsors: University offices, departments, centers, academic schools or auxiliary organizations organized and existing pursuant to N.J.S.A. 18A:64-26 *et seq.*

Special Flag: Approved official/recognized flag for a university theme celebration of institutional significance at William Paterson University. The purpose of having these flags in such a prominent location is to formally acknowledge and embrace members of our community and demonstrate our commitment to inclusion and celebration of diversity.

V. BACKGROUND

The display of American flag, State flag, and other Special flags of institutional significance at William Paterson University shall be governed by federal and State law, University policies and procedures, and proclamations by the President of the United States, the Governor of New Jersey, the President of the University, and any other designated officials of the University. This policy outlines the protocols that will be observed at William Paterson University to ensure proper display of outdoor flags.

VI. POLICY

DISPLAYING OF FLAGS ON UNIVERSITY FLAG POLES:

William Paterson University observes official periods of national and State mourning proclaimed upon the death of a person honored by Order of the President of the United States, or the Governor of the State of New Jersey. The official order to fly at half-staff the flag of the United States of America, and/or the State of New Jersey, will be communicated to and carried out by the William Paterson University's Physical Plant Operations Department.

Internal Organizations may request to display flags on the designated University special flag pole located outside of Shea Center for Performing Arts along Pompton Road.

External Organizations may not display flags on University Property.

VII. PROCEDURE(S) To Request Approval to Raise and Display Flags

Internal Organizations may submit requests to display Special flags using WPU 25 Live Event Space Reservation System. Hospitality Services will forward all requests to the Director of Diversity & Inclusion for final consideration/approval. Special flag requests that fall outside of theme cultural celebrations will be approved in consultation with the Director of Student Diversity & Inclusion and the Office of Student Development.

University sponsored annual theme cultural celebrations will be given display priority whenever possible. The order of displays will be determined by the date of submission in WPU 25 Live system.

Official flag raising ceremonies must be approved through the University's procedure for event and room reservations in consultation with Hospitality Services and the Director of Student Diversity & Inclusion.

The following conditions apply to all requests to display flags on University Property:

Internal Organizations must provide the special flag. The flag should be delivered to the Physical Plant Operations Office three days prior to the date when it needs to be flown.

After the approved period of display expires, the Internal Organization will collect the flag from the Center for Diversity & Inclusion (in the case of Student Organizations) or the Physical Plant Operations Department (in the case of University offices/departments).

Any Special flag not collected by the Internal Organization in a reasonable amount of time after the approved period of display shall become property of the University.

Inclement weather and other emergencies may require temporary removal of flags.

Special Flags must be in good condition, not faded or tattered. Damaged flags will not be flown until a replacement is given to the William Paterson University Physical Plant Operations Department.

The cost of the replacement flag is the responsibility of the Internal Organization.

Unless otherwise approved by the Director of Student Diversity & Inclusion, all Special flag raising, lowering, flag care, and condition assessment will be the responsibility of William Paterson University Physical Plant Operations Department or other designated University officials.

The University shall not be responsible for any damage or theft of flags that are displayed on University Property.

Temporary displays of Special flags are only permitted on the designated flag pole outside of Shea Center for Performing Arts and will occur in conjunction with an approved University celebration or event. Display of Special flags will be limited to 30 days unless an exception is requested by the Internal Organization and approved by the Director of Student Diversity & Inclusion.

Only one Special flag at any given time can be displayed on the designated flag pole.

Flag Size and Quality:

All flags displayed on University Property must be professional quality, intended for outdoor display with grommets and reinforced corners and made of materials, including connecting hardware, that will not damage University grounds, equipment or facilities, or pose an undue risk of harm to pedestrians.

The size of flags to be displayed shall be 5 feet by 8 feet.

The Director of Student Diversity & Inclusion shall review and approve each proposed Special flag to be displayed on University Property outdoor flag pole and, as necessary, will consult with the Director of Physical Plant Operations on the quality or construction of proposed flags, or hardware to display the proposed flags.

By Direction of the President and Cabinet:

Date

(Title of Executive or Vice President(s) whose area of responsibility the policy covers.)