# **Flag Policy**

### Section 1. Locations and Occasions Flags Will Be Flown

American flags will be flown in Town on five occasions during the year: Memorial Day, Flag Day (June 14<sup>th</sup>), Independence Day (July 4<sup>th</sup>), Patriot Day (September 11<sup>th</sup>), and Veteran's Day (November 11<sup>th</sup>). The flags may be hung for any Town celebrations, events or special occasions as directed by the Town Council.

## Section 2. Duration Flags are to be Flown

**Memorial Day** - Flags will be hung the Friday before Memorial Day and taken down the Tuesday following Memorial Day.

Flag Day (June 14<sup>th</sup>) – Flags will be hung the day before and will be flown at the intersection only through July 4<sup>th</sup>.

**Independence Day (July 4<sup>th</sup>)** - Flags will be flown for an entire week for the Independence Day holiday.

**Patriot Day (September 11<sup>th</sup>)** - Flags will be hung the day before and taken down the following morning at the NC 65 and NC 66 intersection only.

**Veteran's Day (November 11<sup>th</sup>)** – Flags will be hung the day before and taken down the following day. If holiday occurs on a weekend (Friday - Sunday), flags will be hung Friday and taken down Monday.

#### **Section 3. Hanging of Flags**

Town employees must wear safety vests and utilize safety directional flags when hanging flags. No Town employee shall be permitted to ride in the back of any Town vehicles.

In the event of inclement weather, flags will not be hung. If the flags are already flying when inclement weather comes, the flags will not be removed until they have dried and are safe for storage. Since the flags will fly for more than one day, citizens are encouraged to report damages to the Town staff so they can be removed and/or replaced.

#### **Section 4. Purchase of Flags**

Individuals and/or groups can purchase flags in honor or memory of someone by calling the Town Offices. Flags can be purchased at the cost of the flag to the Town. A permanent list of those who purchase flags will be kept on file at the Town Offices and their names will be recorded into the Town Minute Book(s).

### **Section 5. Special Requests**

Flags will be flown at the NC 65 & NC 66 intersection, upon request to the Town by the family, on the day of the funeral of a current or former citizen.

Section 6. Permanent Flags
American flags located on Town property will be flown at half-staff upon the death of a current
or former councilmember or staff member.