



## Application for Flag Raising – 350 City Hall Square West

Completed form to be submitted to City Clerk at least four weeks in advance of the event.

A special request from an agency or organization located in Windsor/Essex wishing to raise their flags at 350 City Hall Square to mark an event will be reviewed and processed by the City Clerk, who will present the request to the Mayor for signature. If approved, the special request will be noted on the Council Agenda under the Proclamations section for information only.

**Note:** *As per the City of Windsor Flag/Building Illumination and Proclamation Policy CR409/2022:*

- There will be no presentations or delegations at City Council with respect to flag raising request.
- At no time will the City of Windsor display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.
- The City of Windsor reserves the right to choose which flags may or may not be flown at city owned properties.

**Organization Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Province:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Requested Event or Occasion:** \_\_\_\_\_

**Date/Time of Event & Length of Time to Fly your Flag**

**Explanation or Purpose of the Event**

**Description of the Applicant Organization**

(Include any local/national/international affiliation, brief history, and any other relevant information)



**Description of the Flag to be Raised** (Note: The flag should be no larger than 36 inches x 72 inches)  
(Include brief physical description, colours, symbols, and any other relevant information)

---

---

**Signature**

---

**Date**

**Please Submit the Completed Form to the Council Services Department**

In person: Council Services Department, 350 City Hall Square West, Suite 530

Email: [clerks@citywindsor.ca](mailto:clerks@citywindsor.ca)

Fax: 519-255-6868

The personal information on this form is collected under the authority of the *Municipal Act*. The information is used for the purpose of processing the application for proclamation. Questions about this collection of information can be made to the Manager, Records / Election & Freedom of Information Coordinator, (519) 255-6100 ext. 6578.

---

**Internal Use Only**

---

**City Clerk**

---

**Date**

---

**Mayor**

---

**Date**