

## 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 CR329/2025:*

- There will be no presentations or delegations at City Council with respect to flag raising request.
- The City of Windsor will not approve or display any flag that is inappropriate, offensive, or that promotes discrimination, prejudice, or political or religious movements.
- Only requests that are directly related to the City of Windsor by way of a relevant funding or partnership agreement, or that correspond with officially recognized days of awareness, celebration, importance, commemoration or promotion by the provincial or federal governments—or their respective ministries or departments—will be considered. All other requests will be declined.

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

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

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

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

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

**Requested Event or Occasion:**

\_\_\_\_\_

**Date/Time of Flag Raising** (available from 9:00am to 12:00 noon - flag to fly for maximum 3 days):

\_\_\_\_\_

**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 and Significance of the Flag to be Raised:** Please include a photo of the flag to be raised with your application. Include physical description, colours, symbols, reason it relates to your event, and any other relevant information

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*Note: The flag should be no larger than 36 inches by 72 inches*

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**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)

*The City of Windsor reserves the right to cancel any flag raising event if new information is received or if information provided is found to be incorrect.*

**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.**

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**Internal Use Only**

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**City Clerk**

**Date**

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**Mayor**

**Date**