

Courtesy Flag Raising Application

As per City of Guelph Policy, flag display requests shall not be approved for the following:

- Political parties or political organizations;
- Religious organizations or the celebration of religious events
- Commercial entities
- If the intent is contrary to City policies or By-laws
- If the group requesting the raising espouses hatred, violence or racism; or,
- More than one time per year per group.

Organizer Information

Name of Organization:		
Main Contact Person:		
Email:		
Mailing Address:		
Bus Phone:	Mobile:	Fax:

Organization's mandate, purposes or goals and objectives:

Reason for Request:

Date flag to be raised:	Date flag to be removed:
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Please deliver your flag to the Service Guelph counter at City Hall (main floor), at least 5 days prior to when it will be raised.

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Personal information on this form will be used for the purpose of applying to a raise and/or display a Flag on the courtesy flag pole at Guelph City Hall.

If you have questions about this form, please contact the City of Guelph's Recreation Bookings, Events and Promotions Supervisor at 519-822-1260 x 2618 or patricia.pizziola@guelph.ca.

If you have questions about the collection; use, and disclosure of this information, contact the City of Guelph's Program Manager, Information, Privacy and Elections at 519-822-1260 x 2349 or privacy@guelph.ca.

Please complete page 2

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Your Courtesy Flag Raising event includes use of the City podium, sound system and 1 table for a 30-minute timeframe. If you would like anything additional (longer timeframe, additional tables, chairs, food/beverages etc), your Flag Raising will be considered a Special Event.

We are hosting a flag raising as described above	Yes	No
We are hosting a special event (please note: a special event application may be required)	Yes	No

Event Details:

Is the podium required (please circle)	Yes	No	Is the sound system required?	Yes	No
Will you be having a ceremony?	Yes	No	Ceremony start time?	End time?	
How many people will be attending? _____			If available, would you like the Mayor (or designate) to bring greetings?	Yes	No
Will food/beverages be served?	Yes	No	Please provide details of food/beverages:		

Additional information/requests:

Please note: charges may be applied for additional equipment/setup/take down.

Applicant Signature: _____ Date of Application: _____