

City of Boston
Property Management Department

Flag Raising Policy

1. The City of Boston, acting through the Commissioner of Property Management, may allow the raising of flags on City Hall Plaza (Plaza) outside of City Hall to commemorate an event or occasion.
2. A third-party organization or individual may request that the City raise a particular flag on the Plaza. All such requests will be reviewed and processed by the City of Boston Property Management Department and presented to the Commissioner of Property Management for final review. The Property Management Department will notify the applicant organization whether the event is approved or denied, such decision to be made in the City's sole and complete discretion.
3. Applicants must complete an event application at the following web site, https://www.cityofboston.gov/propertymanagement/event_application.asp.
4. Requests to raise flags must be made at least four (4) weeks prior to the requested date and should generally include the following information.
 - a. Name of the requesting organization;
 - b. Contact information;
 - c. Requested event or occasion;
 - d. Date or time period of event or occasion;
 - e. Explanation or purpose of the event or occasion;
 - f. Description of the applicant organization including any local, national or international affiliation, brief history, website address, nonprofit status, and any other relevant information.
5. Applicants may be required to pay for security, custodial, or other costs, if City resources are required.
6. In some instances, Applicants may be required to apply for special event or other permits depending on the scale of the event.
7. Please refer to the City of Boston Flag Raising Rules found in Exhibit 1.

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Flag Raising Rules

1. At no time will the City of Boston display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, or religious movements.
2. Flag raisings must occur on a normal business work day, generally between the hours of 10:00 am and 3:00 pm. Requests to raise a flag on a Saturday, Sunday or holiday will normally be referred to the business day before or after the weekend or holiday. If an applicant requests a flag raising outside of the above times, he or she must seek a waiver from the Commissioner of Property Management Department and provide an adequate justification. The decision of the Commissioner will be final.
3. All flag raising events must be open to members of the public. Guests must adhere to the City of Boston policy not to discriminate on the basis of sex, race, religion, etc.
4. The guest must deliver the appropriate size flag to the City of Boston PMD and retrieve the guest flag after the raising. The flag must be clean and serviceable flag with dimensions no less than 3 feet wide by 5 feet long and no greater than 10 feet wide by 15 feet long. PMD and the City of Boston will not be responsible for guest flags not retrieved.
5. All events must be consistent with the City of Boston's sustainability goals, including its efforts toward making Boston a zero waste city.
6. If ordered, flags may be lowered to comply with the U.S. Flag Code. If the Governor or other appropriate authority orders that the U.S. Flag be flown at half-staff, no other flag may be flown higher than the U.S. Flag.
7. Guest flags will normally only be flown 24 hours or less.