



Municipalité de  
**RUSSELL**  
Township

**Flag Raising Event  
Application Form**

<b>Name of Group/Organization</b>	
<b>Name of Contact</b>	<b>Phone Number</b>
<b>Email</b>	
<b>Mailing Address</b>	
<b>Purpose of the Request</b>	

**Please choose one of the following options :**

1.  **Flag Display** – No ceremony; the flag is to be flown for a specific period of time

Person who will be picking up the Flag after the Event:	
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**Date requested from:** \_\_\_\_\_ **Date requested to:** \_\_\_\_\_

2.  **Flag Raising Ceremony** – Ceremony requested; as well as the flag is to be flown for a specific period of time.

Date of Flag Raising Ceremony:	
Time of Flag Raising Ceremony:	
Person who will be picking up the Flag after the Event:	
Anticipated Number of Attendees:	

**Date requested from:** \_\_\_\_\_ **Date requested to:** \_\_\_\_\_

**SCHEDULE A**  
**To the Half-Masting and Raising of Flags Policy on all Municipal Properties**

**Instructions when presenting a Flag raising Request**  
**(This applies to community groups registered within Prescott-Russell and residents only)**

Any organization desiring to request a flag raising shall complete the Form above and submit it to the Clerk of The Township of Russell at [clerk.greffe@russell.ca](mailto:clerk.greffe@russell.ca) or at the Town Hall, at least three (3) weeks prior to the date of the requested flag raising. The Clerk will review your application to determine validity of the request and consistency with the Policy. Council shall provide approval of the flag raising at a Regular Council Meeting. The Clerk will confirm if your request has been approved and a notice will be published on the Township's website and social media.

All organizations shall supply their flag to the Clerk Department at least three days before the flag raising event. The Township will not be responsible for keeping any organization flags after the event or responsible for flags that may be damaged during the raising period.

Approvals and use of the flagpole will be granted on a first-come first-serve basis. If more than one organization has requested the same date and a compromise cannot be negotiated between the applicants, the dates shall be assigned to the organization that first requested the date.

**Flag Raising ceremonies**

- If a ceremony for a flag raising event is requested, the applicant must coordinate the ceremony with the Clerk or designated staff.
- The Mayor shall attend all flag Raising Ceremonies. In the absence of the Mayor, a member of Council shall be designated by the Mayor in his absence.
- Attendees will hold the flag with the Mayor (or designate) for a photo (if applicable). The flag will be provided to the Mayor (or designate) who will then have Township maintenance staff raise the flag on the organization's behalf.
- The Township reserves the right to temporarily remove any organization's flag during the requested timeframe should it be deemed necessary.