UTAH VALLEY UNIVERSITY
Policies and Procedures

POLICY TITLE	Flag Policy	Policy Number	431
Section	Facilities, Operations, and Information Technology	**Approval Date**	June 13, 2007
Subsection	Facilities and Scheduling	**Effective Date**	June 13, 2007
Responsible Office	Office of the Vice President of Finance and Administration		

1.0 PURPOSE

1.1 To ensure that proper respect is given to the flags of our country, state, and the University. To outline the correct steps to be followed in regard to the raising, displaying, and lowering of flags, and the displaying of flags at half-staff in honor of recently deceased persons.

2.0 REFERENCES

United States Code, Title 36, Chapter 10, Subsection 175(m),

3.0 DEFINITIONS

3.1 Flag: The official flags of the United States of America, the Utah State flag, and the University flag as approved by President's Council.

4.0 POLICY

4.1 The University shall raise, lower, and fly the flags of the United States of America, the state of Utah, and the University within the guidelines established through laws and regulations of federal and state governments and the policies of the University.

5.0 PROCEDURES

5.1 The raising and lowering of the flags shall be under the direction of the Associate Vice President for Facilities/Planning.

5.2 University flag: At the direction of the President of the University, the University flag may be lowered to half-staff for the death of a past or present employee.

5.3 State flag: At the direction of the Governor of the state of Utah, the state flag may be lowered to half-staff.

5.4 American flag: At the direction of the President of the United States and/or the Governor of the state of Utah and to be in compliance with the United States Code, Title 36, Chapter 10, Subsection 175(m), the flag, when flown at half-staff, shall first be hoisted to the peak for an instant and then lowered to half-staff position.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

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