

Hemmingson Center Flag Display Protocol

Overview

The display of international, tribal sovereignty, national, state, and other flags of institutional significance at Gonzaga University shall be in accord with federal and state law and University policy, and with proclamations by the President of the United States, the Governor of Washington State, the President of the University, and any other University official so designated, in accord with the information below.

The Center for Global Engagement (CGE) Flag Display Protocol, outlined in this procedure, is adhered in Gonzaga University's Hemmingson building to ensure proper display of international flags.

All members of Gonzaga community, including students, faculty, staff, recognized groups, affiliated organizations and their members are required to follow this protocol when making flag display requests at this location. Requests must be from aforementioned Gonzaga community members who hold a passport from the country from which they are requesting the flag to be displayed or of countries that the U.S. Department of State issues visas for passport holders from countries or territories not recognized by the U.N.

International Flags Display Standard

In order to achieve objectivity and consistency, the international flag displays mentioned at the location above are intended for sovereign countries, observer states and their flags as recognized by the United Nations. Any display of U.S. federally recognized Indian tribes is coordinated with the Office of Tribal Relations – tribalrelations@gonzaga.edu.

Requests to Display Flags

Individuals requesting flag displays must submit relevant information via the [website request form](#), including their names and contact information, a description of the request, a pictorial depiction of the proposed flag, start and end date of the proposed use, and any other information the requestor considers necessary. If the requester wishes to provide the flag, it can be done after the approval, with the provided flag meeting professional quality standards (see Flag Size and Materials).

The purpose of flag display is to honor, promote, and acknowledge Gonzaga community members and organizations; it is not intended for making a political statement.

Operational Authority for Flag Displays

Flag display requests are subjected to review and approval by the CGE flag committee. The Associate Provost of Center for Global Engagement has the ultimate authority to make decisions related to international flag displays.

Appeal of Denial

In the event of a denial, appeals must be made to the CGE Flag Committee (cge@gonzaga.edu) in writing within three business days of receiving the denial. The decision of the Associate Provost of Center for Global Engagement will be considered final.

Flag Size and Materials

All flags displayed under this protocol must be of professional quality and made of materials, including affixation methods, that will not damage the grounds or facilities where they are displayed or pose an undue risk of harm to pedestrians. Additionally, the flag may not be larger in size than the United States flag so displayed, in compliance with the United States Flag Code.

Display of Flags on a Stage/Platform

For major campus ceremonies and events, three flags are used on stage: the United States flag, the State of Washington flag, and the University flag. From that point the flags are placed in descending order of importance. From the speaker's perspective looking into the audience, the U.S. flag is located to the right (known as stage right or house left). The Washington State flag followed by the University flag to the left of the speaker (known as stage left or house right). If a flag from another nation is flown, that flag is on the house left to the right of the U.S. flag, as viewed by the audience.

When a lectern is present, flags should be placed in line with or behind the lectern.

Display Order of the Flags

While the recommended protocol is to hang flags in an alphabetical order by their English translation, due to unique constraints presented by the display location in the Hemmingson rotunda, the flags will not be hung in a particular order. Rather, it is based on which spot is available when a flag needs to be displayed.

Frequency for Flag Updates

Within one month of the start of each spring and fall semester, new Gonzaga community flags will be displayed or taken down if there are no longer community members from a certain country. Additionally, Gonzaga students, faculty, staff, and recognized Gonzaga organizations may also request to have a missing flag hung at any time.