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Responsible University Office:
Facilities Management and Planning & UNK Police

Responsible University Administrator:
Vice Chancellor for Business and Finance

Policy Contact:
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Flag Use and Display

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Scope

This policy grants approval authority and ensures proper display of the American flag, Nebraska State flag, University flag and other/Ceremonial flags on University Property and applies to all University sponsored flagpoles. University Property includes all UNK buildings, facilities, grounds, and spaces owned or controlled by the University. This policy and its procedures apply to all UNK students and employees, UNK academic and administrative units, and UNK recognized/affiliated organizations and their members, as well as non-affiliated external entities and individuals.

Policy Statement

1. The Chancellor/Vice Chancellor of Business and Finance (VCBF) have authority to grant permission for the use and display of all flags on University Property including flags of the United States, State of Nebraska, other Nations, the University, and other flags of international, state, and institutional significance.
2. Public Law 94-344 shall govern the proper use of flags of the United States including when displayed with flags of other Nations or the State of Nebraska.
3. Neb. Rev. Stat. §§ 90-102 shall govern proper use and display of the State of Nebraska flag.

4. Flags of the United States and the State of Nebraska will be lowered as directed by the Governor of the State of Nebraska, President of the United States, President of the University of Nebraska, or Chancellor of the University of Nebraska at Kearney (see Procedure Section 3).
5. The University's official flag location is East of Warner Hall and the Director of UNK Police (UNKPD) is responsible for maintaining the flags of the United States, State of Nebraska, and the University at this location. UNKPD's responsibility includes purchasing, raising, lowering, disposing and replacing flags.
6. UNK's Director of Facilities Management and Planning (DFMP) has authority for constructing/maintaining all other University approved flagpoles and flags. DFMP will ensure flags are displayed consistent with this policy and flown based on the example of UNKPD. DFMP responsibilities include maintaining all such poles, lighting, etc. (See also Policy Section 8 for responsibilities of University groups.)
7. The University Flag may be lowered (see Procedures section 4) to half-staff:
 - a. as directed by the Governor of Nebraska or the President of the United States,
 - b. as directed by the University of Nebraska President or UNK Chancellor,
 - c. to commemorate the passing of a current or retired UNK faculty or staff member, or
 - d. to commemorate the passing of a currently enrolled UNK student.
8. The University will consider requests for displaying other Ceremonial flags in recognition of holidays, events or activities that are recognized by the University of Nebraska System, the Governor of the State of Nebraska, or the President of the United States. Ceremonial flags will be:
 - a. governed by the Policy on Posting Materials on University Property,
 - b. displayed below the University flag, and
 - c. displayed in proper position relative to the flags of the United States, State or Nebraska, or other Nations.
 - d. In all such instances, responsibility for raising, lowering and replacing of flags is the responsibility of university group gaining approval for other University-approved flagpoles.

Reason for Policy

This policy is intended to govern the proper use and procedures for displaying flags on University Property.

Procedures

1. All inquiries relative to displaying any flag (U.S., Nebraska, University, other Nation, Ceremonial) on University Property should begin with UNKPD or DFMP.

2. All requests for displaying any flag (U.S., Nebraska, University, other Nation, Ceremonial) on University Property should begin with UNKPD or DFMP and require the approval of the VCBF. Such approvals will also specify the duration for which the display is so approved.
3. When lowering of any flag is directed (such as by the Governor, NU President, or UNK Chancellor) the VCBF will notify UNKPD and the Director of Facilities of the time and duration of the flag lowering. The VCBF will also notify UNK Communications and Marketing who will inform the campus community of the reason for the lowering of the flag(s).
4. Requests for lowering the University flag should be made directly to the VCBF, who will verify information and determine the individual's eligibility. If the request is approved, the VCBF will notify UNKPD and/or the Director of Facilities of the time and duration of the flag lowering. The VCBF will also notify UNK Communications and Marketing who will inform the campus community of the reason for the lowering of the flag(s).

Additional Contacts

Subject	Contact	Phone	Email
Facilities	Service Desk	308-865-1800	facilities@unk.edu
UNK PD	Main Office	308-865-8911	unkpd@unk.edu

Related Information

Public Law 94-344—See The United States Flag: Federal Law Relating to Display and Associated Questions, Congressional Research Office Report for Congress. Updated April 14, 2008: <https://www.senate.gov/reference/resources/pdf/RL30243.pdf>

Neb. Rev. Stat. §§ 90-102:

<https://nebraskalegislature.gov/laws/statutes.php?statute=90-102>

UNK Policy on Posting Materials on University Property:

<https://www.unk.edu/about/files/unk-policy-on-posting-materials-on-university-property.pdf>

History

Rewritten into new format 3/09/2017

Minor Revisions 4/1/2023