

**Official Addendum** – Addition to The Hoot 2020-21 Course Catalog/Student Handbook.

## **FLAG POLICY**

### **Overview**

The Otis College of Art and Design Flag Pole is the culmination of an initiative of the Otis Veterans Association. This initiative was actualized due to the support of the College and the Ahmanson Foundation. The Otis Veterans Association continues to maintain the American flag flown on the pole. This flag pole is outfitted to hold one flag. The flag is illuminated so that it can be displayed at night.

### **Policy Statement**

This policy was developed to assure clarity in management of the flagpole, located outside the Galef Building which flies the United States flag. It is the policy of Otis College of Art and Design that the flagpole outside the Galef Building is the only official flagpole and is to be the only flagpole on the Goldsmith Campus. It is for the purpose of flying the colors of the United States. No other flag is to be flown from this flagpole. The display of the United States flag will be in accord with federal law and College policy, and with proclamations by the President of the United States, the Governor of California, and the President of the College.

### **Lowering of the Flag to Half-staff**

The United States flag will be flown on this flag pole year-round and will be lowered to half-staff to recognize and honor important occurrences. The lowering of the flag to half-staff is done, traditionally, when the entire nation is in mourning. These periods of mourning are proclaimed either by the President of the United States, for national remembrance, or the Governor of the State of California, for local remembrance, in the event of a death of a member or former member of the federal, state government or judiciary.

The process of lowering/removing the flag is facilitated by the Office of Safety and Security.

### **Request for Use of Flag Pole**

Students who wish to use the flag pole for other purposes must complete a formal request using the College's [Exhibition and Facilities Use Contract](#).

Please contact Campus Safety and Security at [campussafety@otis.edu](mailto:campussafety@otis.edu) or at 310-665-6965 if you have any questions about this policy.