



# Display of United States, State of Florida, and UCF Flags

<b>Policy Number</b>	3-104.4
<b>Responsible Authority</b>	Assistant Vice President for Facilities Operations
<b>Initiating Authority</b>	Vice President for Administrative Operations and Chief Infrastructure Officer
<b>Effective Date</b>	6/6/2025
<b>Date of Origin</b>	12/4/2007

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## APPLICABILITY/ACCOUNTABILITY

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This policy applies to all members of the campus community responsible for displaying official flags of the United States of America, the State of Florida, and the University of Central Florida at university facilities.

The responsibility for the interpretation of this policy and subsequent procedures, including the notification of each department shall be that of the assistant vice president for facilities operations or designee.

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## POLICY STATEMENT

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A combination of custom and law governs the use of federal and state flags. UCF's policy is to ensure that flags on UCF campuses are displayed in accordance with all laws and with generally accepted flag etiquette.

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## PROCEDURES

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### I. Display and Placement of Flags

- A. The United States flag and the Florida state flag shall be displayed daily as weather permits on a suitable flagstaff upon the grounds of each university campus, to include Main Campus, the Academic Health Sciences Campus, UCF

Downtown, and the Rosen College of Hospitality Management.

- B. The United States flag shall be displayed daily in each classroom. The flag must be made in the United States and must be at least two feet by three feet in size.
- C. All flags flown or otherwise displayed on university property must comply with Title 4 of the United States Code.
- D. It shall be the duty of the assistant vice president for facilities operations, or designee, to inform all individuals, departments, and business entities regarding official flag raising or lowering mandates.

## II. Occasions for Display of Flags at Half-Staff

- A. The United States flag shall be flown at half-staff on designated national days and in accordance with Proclamation No. 3044, 3 CFR, 1954-1958 Comp., and Title 4 of the United States Code.
- B. The Florida state flag shall be flown at half-staff simultaneously with the United States flag and on days designated by the governor of the state.
- C. The UCF flag shall fly at half-staff simultaneously with the United States and State flag and on additional dates at the direction of the university president or acting president.
  - i. These dates include Eternal Knights and September 24<sup>th</sup> on the anniversary of the death of Corporal Mario R. Jenkins in honor of university first responders killed in the line of duty.

## III. Respect for the United States Flag

- A. The guidelines for respecting the flag are described in Title 4 of the United States Code, Section 8.
- B. Irregular or inappropriate displays of flags, or flags that are soiled or tattered, may be reported to the Work Control Center at 407-823-5223.

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## RELATED INFORMATION

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[United States Code, Title 4, Chapter 1](#)

[Florida Statutes, Chapter 256](#)

[Florida Statutes, Section 1000.06](#)

[Florida Department of State Online Flag Protocol Reference:](#)

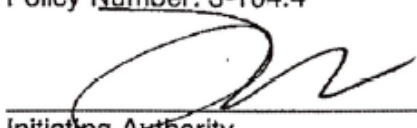


[Betsy Ross and the American Flag](#)

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## CONTACTS

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POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-104.4	
 Initiating Authority	Date: <u>6/4/25</u>
 University Policies and Procedures Committee Chair	Date: <u>5/27/25</u>
 President or Designee	Date: <u>6/6/25</u>

History 3-104 12/4/2007; 3-104.1 2/27/2009; 3-104.2 5/8/2013; 3-104.3 10/15/2019