



Flag Check-Out Policy:

This form is provided online for your convenience. You must complete the form **BEFORE** submitting it to the Kearney International Center. Merely filing out this form on-line does **NOT** mean that you have checked out any flag(s). In person, you will need to submit a hard copy of this Check-Out Form and your deposit payment to a Kearney International Center staff person for approval. The deposit **MUST be paid at the time you submit the hard copy Check-Out Form** at the Kearney International Center, Centennial Student Union, Room 250, Telephone: (507) 389-1281.

Please Note: The Kearney International Center requires 2-3 days advance request notice to check-out our flags, poles, and/or stands. These items are not stored within the office and, therefore, time is needed to pull and gather these items. In addition, we cannot guarantee any particular flag, poles and/or stands will be available at the time requested. The Kearney International Center and MSU events will take precedence in use of the flags, poles, and/or stands.

There is a required \$25.00 deposit on each flag checked out from the Kearney International Center. If making your deposit by check, money order, or MSU purchase order, make it payable to the "Kearney International Center". The deposit will be held by the Kearney International Center until the flags, poles and/or stands are returned. If all flags, poles, and stands are returned **without damage**, the deposit will be returned. If, however, a flag, pole, or stand becomes damaged, dirty in any way, **OR** not returned, the Kearney International Center will use the deposit (or an appropriate portion of your deposit) towards the cost of a new flag(s), pole(s), or stand(s). It is the responsibility of the borrower to neatly re-fold each flag and place it back in its proper envelope. Flags left wrinkled, dirty, and/or not placed back in their appropriate envelope will result in the borrower forfeiting his/her deposit to cover the cost of cleaning and re-pressing. Please Take Note: You must load and unload your vehicle yourself. The flag poles are 8 feet long and made of steel; they do not bend. The stands in which the poles sit are also made of steel and are approximately 9-1/2 inches in circumference.

We request that you treat ALL flags with dignity and respect. Please remember that flags are not just colorful decorations, they are potent symbols of nationalism. If you are interested in flag protocol for your event, please read the information below.

You are responsible for returning the flag(s), poles, and/or stands after the usage to the designated place (flags to the Kearney International Center; poles and stands to the CSU Loading Dock) by the stated Return Date you entered on the Check-Out Form. It is **very important** that you return these items in a timely manner and /or by your stated Return Date so that the flags are available for the Kearney International Center, MSU events and for Check-Out dates by others.

To check-out flag(s), poles, and/or stands, go to Page 2 and complete the form. **In summary**, you will need to do the following:

1. To CHECK-OUT Flags, Poles, and Stands

- Complete the Flag Check-Out Form and submit to the Kearney International Center.
- Submit the **\$25.00 per flag** deposit at the time you submit the Flag Check-Out Form to the Kearney International Center.
- Check-out Form must be submitted and signed by Kearney International Center Staff at least 2-3 days in advance.
- Pick-up flags at the Kearney International Center. Pick-up poles and stands at the CSU Loading Dock. Make your own arrangements for transporting poles and stands.

2. To RETURN Flags, Poles, and Stands

- Fold and neatly place flags in their appropriate envelope. Return them to the Kearney International Center. Poles and stands are to be returned to the CSU Loading Dock.
- If all is okay, your deposit will be returned.

Flag Protocol: According to U.S. Flag Protocol in Title 4, Chapter 1, Section 7 of the U.S. Code <http://www.ushistory.org/betsy/flagiq.html>

- (g) When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above (sic: to be higher than) that of another nation in time of peace.



International Flag Check-Out Form

Please complete all the blanks on this form. Sign and date the form stating you have read, understand, and will abide by this policy in order to check-out flags, poles, and/or stands.

(Date: MM / DD / YR)

(Print your Full Name)

(Date Requesting to Use the Flags, Poles, Stands)

(Your Signature)

(Date You Will Return Flags, Poles, Stands)

(Your Street Address. Include Apt. #)

1. Do you need the 8' Flag Poles? ___ Yes ___ No

If "yes", how many? _____

(Your City, State, Zip Code)

2. Do you need the Flag pole stands? ___ Yes ___ No

If "yes", how many? _____

(_____) _____
(Your telephone number. Include Area Code)
(This should be your work or home telephone number OR
a number where the ISO can reach you easily)

Your e-mail address: _____

(For Kearney International Center Use Only)

Date Checked out: _____
(MM / DD / YR)

(Name of Person Submitting Check Received)

(M/DD/YR Check Received)

(Date Returned Check)

If check is kept, state the reason why here:

Special Instructions or Comments:

(Signature of Kearney International Center Staff Member Who Kept Check Due to lost/damaged flags, poles, stands)

(Signature of Kearney International Center Staff Member Who Checked Out Flags, poles, stands and Received the Deposit Check)

(Deposit Check Returned to Consumer on MM/DD/YR)

by (Kearney International Center Staff Signature)



FLAG CHECK-OUT LIST

Directions: Please check (X) the names of the flags you wish to borrow:

- | | |
|---|--|
| <input type="checkbox"/> Afghanistan | <input type="checkbox"/> Ethiopia |
| <input type="checkbox"/> Albania | <input type="checkbox"/> Finland |
| <input type="checkbox"/> Algeria | <input type="checkbox"/> France (2) |
| <input type="checkbox"/> Argentina (2) | <input type="checkbox"/> Gambia |
| <input type="checkbox"/> Armenia | <input type="checkbox"/> Germany |
| <input type="checkbox"/> Australia | <input type="checkbox"/> Georgia |
| <input type="checkbox"/> Austria | <input type="checkbox"/> Ghana |
| <input type="checkbox"/> Azania | <input type="checkbox"/> Greece |
| <input type="checkbox"/> Azerbaijan | <input type="checkbox"/> Guatemala |
| <input type="checkbox"/> Bahamas | <input type="checkbox"/> Guyana |
| <input type="checkbox"/> Bahrain | <input type="checkbox"/> Honduras |
| <input type="checkbox"/> Bangladesh | |
| <input type="checkbox"/> Barbados | <input type="checkbox"/> Hong Kong (New) |
| <input type="checkbox"/> Belarus | <input type="checkbox"/> Hong Kong (Old) |
| <input type="checkbox"/> Belgium (2) | <input type="checkbox"/> Hungary |
| <input type="checkbox"/> Belize | <input type="checkbox"/> Iceland (2) |
| <input type="checkbox"/> Bolivia | <input type="checkbox"/> India |
| <input type="checkbox"/> Bosnia-Herzegovina | |
| <input type="checkbox"/> Botswana | <input type="checkbox"/> Indonesia (and Monaco) |
| <input type="checkbox"/> Brazil | |
| <input type="checkbox"/> Bulgaria | <input type="checkbox"/> Iran |
| <input type="checkbox"/> Burkina Faso | <input type="checkbox"/> Iraq |
| <input type="checkbox"/> Burma | <input type="checkbox"/> Ireland |
| <input type="checkbox"/> Cambodia | <input type="checkbox"/> Israel |
| <input type="checkbox"/> Cameroon | <input type="checkbox"/> Italy |
| <input type="checkbox"/> Canada (2) | <input type="checkbox"/> Ivory Coast (Cote d'Ivoire) |
| <input type="checkbox"/> Chad | <input type="checkbox"/> Jamaica |
| <input type="checkbox"/> Chile | <input type="checkbox"/> Japan |
| <input type="checkbox"/> Colombia | <input type="checkbox"/> Jordan |
| <input type="checkbox"/> Comoros | <input type="checkbox"/> Kazakhstan |
| <input type="checkbox"/> Costa Rica | <input type="checkbox"/> Kenya |
| <input type="checkbox"/> Cyprus | <input type="checkbox"/> Kosovo |
| | <input type="checkbox"/> Kyrgyzstan |
| <input type="checkbox"/> Croatia | <input type="checkbox"/> Kuwait |
| <input type="checkbox"/> Cyprus (Northern) | <input type="checkbox"/> Laos |
| <input type="checkbox"/> Czech Republic
(Czechoslovakia) | <input type="checkbox"/> Latvia |
| <input type="checkbox"/> Denmark | <input type="checkbox"/> Lebanon |
| <input type="checkbox"/> Dominican Republic | <input type="checkbox"/> Liberia |
| <input type="checkbox"/> Ecuador | <input type="checkbox"/> Libya |
| <input type="checkbox"/> Egypt | <input type="checkbox"/> Lithuania |
| <input type="checkbox"/> El Salvador | <input type="checkbox"/> Luxembourg |
| <input type="checkbox"/> Eritrea | <input type="checkbox"/> Macedonia |
| <input type="checkbox"/> Estonia | <input type="checkbox"/> Madagascar (2) |
| <input type="checkbox"/> Ethiopia | <input type="checkbox"/> Malawi |



FLAG CHECK-OUT LIST (CONTINUED)

_____ Malaysia	_____ Singapore
_____ Mali	_____ Slovakia
_____ Mexico	_____ Slovenia
_____ Minnesota (2)	_____ Somalia
_____ Moldova	_____ South Africa
_____ Mongolia	_____ South Korea (2)
_____ Montenegro	_____ Spain
_____ Morocco	_____ Sri Lanka
_____ Namibia	_____ Sudan (2)
_____ Nepal	_____ St. Lucia
_____ Netherlands	_____ Surinam
_____ New Zealand	
_____ Nicaragua	_____ Sweden
_____ Niger	_____ Switzerland
_____ Nigeria (2)	_____ Syria
_____ Norway	_____ Taiwan (Republic of China) (ROC)
_____ Oman	_____ Tanzania
_____ Pakistan (2)	_____ Thailand (2)
_____ Palestine	_____ Togo
_____ Panama	_____ Trinidad and Tobago
_____ Paraguay	
_____ People's Republic of China (PROC; Mainland China)	_____ Turkey
_____ Peru	_____ Uganda
_____ Philippines (3)	_____ Ukraine
_____ Poland	_____ United Arab Emirates (UAE)
_____ Portugal	_____ United Kingdom
_____ Puerto Rico	_____ United States of America (USA)
_____ Qatar	_____ Uzbekistan
_____ Romania	_____ Venezuela
_____ Russia	_____ Vietnam
_____ Sao Tome & Principe	_____ Wales (2)
_____ Saudi Arabia	
_____ Scotland	_____ Yemen
_____ Senegal	_____ Zambia
_____ Serbia	_____ Zimbabwe
_____ Sierra Leone	