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 filling 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
   (a) Complete the Flag Check-Out Form and submit to the Kearney International Center.
   (b) Submit the $25.00 per flag deposit at the time you submit the Flag Check-Out Form to the Kearney International Center.
   (c) Check-out Form must be submitted and signed by Kearney International Center Staff at least 2-3 days in advance.
   (d) 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
   (a) 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.
   (b) 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)

1. Do you need the 8’ Flag Poles? ____ Yes ____ No

   If “yes”, how many? ___________________

(Your Street Address. Include Apt. #)

(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) (Your e-mail address: ________________________________

(For Kearney International Center Use Only)

Date Checked out: __________________________

(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:

_____ Afganistan
_____ Albania
_____ Algeria
_____ Antigua and Barbuda (2)
_____ Armenia
_____ Argentina (2)
_____ Australia
_____ Austria
_____ Azania
_____ Azerbaijan
_____ Bahamas
_____ Bahrain (2)
_____ Bangladesh (2)
_____ Barbados
_____ Belarus
_____ Belgium (3)
_____ Belize
_____ Benin
_____ Bolivía
_____ Bosnia-Herzegovina
_____ Botswana
_____ Brazil
_____ Bulgaria
_____ Burkina Faso
_____ Burundi
_____ Cambodia
_____ Cameroon
_____ Canada (2)
_____ Chad
_____ Chile
_____ China, Peoples Republic
_____ Colombia
_____ Comoros
_____ Congo
_____ Costa Rica
_____ Croatia
_____ Cuba
_____ Cyprus
_____ Cyprus (Northern)
_____ Czech Republic (Czechoslovakia)
_____ Denmark
_____ Djibouti
_____ Dominican Republic (2)
_____ Ecuador
_____ Egypt
_____ El Salvador
_____ England
_____ Eritrea
_____ Estonia
_____ Ethiopia (2)
_____ Finland
_____ France (2)
_____ Gabon (2)
_____ Gambia
_____ Germany – Federal Republic (5)
_____ Georgia
_____ Ghana
_____ Greece
_____ Guinea
_____ Guatemala (2)
_____ Guinea
_____ Guyana
_____ Honduras
_____ Hong Kong (New)
_____ Hong Kong (Old)
_____ Hungary (3)
_____ Iceland (2)
_____ India
_____ Indonesia (and Monaco)
_____ Iran
_____ Iraq
_____ Ireland
_____ Israel
_____ Italy
_____ Ivory Coast (Cote d'Ivoire) (2)
_____ Jamaica
_____ Japan (2)
_____ Jordan
_____ Kazakhstan
_____ Kenya
_____ Kosovo
_____ Kuwait
_____ Kyrgyzstan
_____ Laos
_____ Latvia
_____ Lebanon
_____ Liberia
FLAG CHECK-OUT LIST (CONTINUED)

___ Libya
___ Lithuania
___ Luxembourg
___ Macedonia
___ Madagascar (2)
___ Malawi
___ Malaysia
___ Mali
___ Mauritania
___ México (2)
___ Minnesota (2)
___ Moldova
___ Mongolia
___ Montenegro
___ Morocco
___ Myanmar
___ Namibia
___ Nepal
___ Netherlands
___ New Zealand
___ Nicaragua
___ Niger
___ Nigeria (2)
___ Norway
___ Oman
___ Pakistan (3)
___ Palestine
___ Panama
___ Papua New Guinea
___ Paraguay
___ Peru
___ Philippines (2)
___ Poland
___ Portugal
___ Puerto Rico (3)
___ Qatar
___ Romania (2)
___ Russia
___ Rwanda
___ Sao Tome & Principe
___ Saudi Arabia (3)
___ Scotland (3)
___ Senegal
___ Serbia
___ Sierra Leone
___ Singapore (2)
___ Slovakia
___ Slovenia
___ Somalia (2)
___ South Africa
___ South Korea (2)
___ South Sudan
___ Spain
___ Sri Lanka (2)
___ Sudan (2)
___ St. Lucia (2)
___ Surinam
___ Sweden
___ Switzerland
___ Syria (2)
___ Taiwan (Republic of China)(ROC) (2)
___ Tajikistan
___ Tanzania (2)
___ Thailand (2)
___ Togo
___ Trinidad and Tobago
___ Tunisia
___ Turkey
___ Turkmenistan
___ Uganda
___ Ukraine
___ United Arab Emirates (UAE)
___ United Kingdom
___ United Nations (2)
___ United States of America (USA)
___ Uruguay
___ Uzbekistan
___ Venezuela
___ Vietnam (2)
___ Wales (2)
___ Yemen
___ Zambia
___ Zimbabwe