The International Office has one 2’ x 3’ flag for every country that is a member of the United Nations. There is also a supply of 50 flag poles, mounting clips, and stands. The International Office will do its best to accommodate requests from on-campus constituents to borrow the flags for multicultural / international themed events held on campus.

**Guidelines for borrowing the flags**

- The request must be submitted no less than two weeks prior to the event or pick-up date, whichever comes first.
- The borrowing department or organization is responsible for arranging the pick-up and return of the flags.
- When the flags are delivered, the department / organization should check the flags and make sure that everything they requested is there. If anything they requested is missing, they should notify the International Office immediately.
- All flags, poles, and stands must be stored in a secure location when not in use for the event.
- If any items are missing or damaged upon return to Boxwood House, the borrowing department or organization will be responsible for replacing the missing/damaged item(s).
- Requests are not considered granted until a confirmation is received from the International Office.

**Requestor Information**

Department / Organization ________________________________________________________________

Responsible Person / Advisor ____________________________________________________________

Email ___________________________ Phone ___________________________

Is your department / organization a part of Kutztown University? Yes / No

Event Location ___________________________ Event Date ___________________________

Event Title / Description ________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Please attach a list of all of the countries whose flags you would like to borrow.

By signing this form, you agree to the guidelines outlined above.

Signature ___________________________________________ Date ___________________________

Return this form to the International Office in Boxwood House. You may also email it to international@kutztown.edu. Questions? Call 484-646-4256.