

**CITY OF MILPITAS
POLICY AND APPLICATION FORM
FOR FLAG CEREMONY**

The City of Milpitas encourages respect and reverence for the flags of the United States of America, the State of California, and the City of Milpitas. For this purpose, flag poles have been erected in the City to allow display of these flags as symbols of the precepts enunciated in the Constitutions of the United States and the State of California.

This application form has been prepared to provide for the orderly conduct of flag ceremonies in the City of Milpitas. At the present time, there are two ceremonial flag poles at the Higuera Adobe. Two poles at Adobe Park are to remain vacant and will be used only for flag ceremonies. One pole will be for the United States Flag and the other pole for the flag of other nations. Flag poles are also situated outside City Hall at 455 E. Calaveras Blvd. Any organization's flag may not be larger than the United States flag and all flags must be removed at the end of the ceremony.

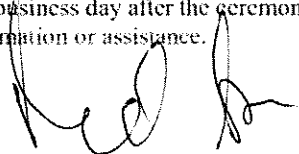
This application should be submitted to the City Clerk's office in a timely manner prior to the requested ceremony date to allow time to place the request on the City Council's agenda. All ceremonies must be approved by the City Council. No group shall have more than one flag ceremony per calendar year. All ceremonies should be conducted in accordance with applicable provisions of the United States Code and the California Government Code related to proper display of flags, available online at www.uscode.house.gov and www.leginfo.ca.gov. The City Clerk may provide paper copy of the appropriate codes upon request also.

Flag event date: Wednesday August 14, 2019 Time: 7-9PM
Requesting organization: Pakistani American Community Center
Address: 372 Turquoise St. Suite 4
City, State, Zip: Milpitas, CA, 95055
Contact Person: MOHAMMAD ABOOBAKER
Business Phone: 510 999 6576 Mobile _____
E-mail Address: admin@pacc-ca.org other _____

Flag Activity request (please specify the flag to be flown, date of ceremony, and estimated duration):

USA & Pakistani flag raising, National Anthem, Welcome Speech by PACC and City officials/guests, Music & Refreshment

We agree to conduct ourselves in a manner, which encourages respect for the American flag. In addition, it is understood that the requesting organization will be responsible for providing any special equipment, including the flag to be flown. A United States flag may be obtained from the City of Milpitas staff, if one is needed. A written request must accompany your event request to ensure that the flag is being released to the authorized individual or organization. The United States flag must be returned to the City Clerk's office the next business day after the ceremony during business hours. Please call the City Clerk at 408-586-3001 if you need additional information or assistance.



Signature of Applicant

7/10/19

Date

FOR OFFICE USE ONLY:

APPROVED:

CITY COUNCIL: _____ APPROVED _____ DENIED _____

DATE OF COUNCIL ACTION _____

CITY OF MILPITAS - RENTAL USE APPLICATION

Concerns regarding your rental should be directed as follows:

Recreation Services 408-586-3210

(Monday-Thursday, 8:00 a.m.-6:00 p.m., Friday, 8:00 a.m.-5:00 p.m.);

Police Dispatch 408-586-2400 (All Other Hours)

Date of Use 8 August 14, 2019

Name of Group/Organization/Company (responsible for rental)

Pakistani American Community Center

Applicant (person responsible for rental)

MOHAMMAD ARPOBAKER

Type of Event (be specific)

Pakistan Independence day flag raising ceremony

Applicant Address

372 Turquoise St. City Milpitas, CA 95035

Day Phone

510 999-6576

Evening Phone

510 650 253-DESS

E-Mail Address:

admin@paicc-ca.org

TYPE OF RENTAL:

Indoor Facility (Circle One):

MCC MSRC ADOBE MSC

Room(s)

Outdoor Facility (Circle One):

Baseball Football Soccer Softball Tennis Courts Picnic Area (Specify)

Park:

Cardoza' Dixon Landing' Gill' Murphy' Hall Other (Specify)

City Hall Veterans plaza

¹These Parks require a \$250.00 Security Deposit that is only processed should damage to the Park occur. Please provide the following

Credit Card information:

Type of Card: VISA or MasterCard

Name as appears on credit card: _____

Credit Card Number: _____

Expiration Date: _____

Time you wish to begin set-up

6:30 PM

Time function begins

7 PM

Time function ends

9 PM

*Is event open to the public? ☒ Yes ☐ No

Number of people expected

Total 100 (Youth 30 Adults 70)

Fundraising event? ☐ Yes ☒ No

Will food or other items be sold and/or charging admission? ☐ Yes ☒ No *If yes, describe amounts: _____

Will food be served? ☒ Yes ☐ No

Will alcohol be served? ☒ Yes ☐ No

* Will alcohol be sold? ☐ Yes ☒ No

(If I will be selling alcohol at my event, I understand and agree by signing this form to get additional insurance and to obtain an alcohol permit at least 45 days in advance of my event.)

Will there be music? ☒ Yes ☐ No

Type (circle one)

Band

DJ

Other

Karaoke / National Anthem

Will there be additional equipment used? ☒ Yes ☐ No

If yes, List:

podium

* Additional fees and insurance is required

need US flag

I, the applicant, hereby agree to hold the City of Milpitas and any officer and employee thereof free and harmless for any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of the facilities of the City of Milpitas. I further agree to furnish such liability or other insurance for the protection of the public and the City of Milpitas, and any officer and employee thereof as the City may require. I agree to reimburse the City of Milpitas for any damage to said facilities arising out of the use herein requested.

If damages, additional maintenance, services, additional rental fees, or cancellation fees need to be assessed, I will be notified and charged appropriately. I understand that the City returns deposits, and pro-rated portions thereof, in the form of a City check. This check will be mailed within 30 days from the rental or cancellation date.

Refunds will not be issued for canceled park reservations. Reservations that cannot be held due to inclement weather will be issued a credit toward a rescheduled reservation. Applicant is responsible for contacting Community Center Office within seven (7) business days to initiate credit. You may reschedule a reservation or receive a credit towards future Recreation programs or facility rentals minus the non-refundable application fee.

By signing this form, I understand and agree to abide by the City's cancellation policy and the Facility Use Rules and Regulations approved by the Milpitas City Council on December 1, 2009.

I hereby certify that all statements made in this application are true and I agree and understand that any misstatement or omission of material fact may cause cancellation of my rental date. By signing this form, I further agree to be bound by the commitments and obligations stated herein.

[Signature]

Signature of Applicant

7/10/19

Date

FOR OFFICE USE ONLY

Approved: _____ Denied: _____

Insurance Required: Yes _____ No _____

Staff Signature: _____ Date: _____

Verify Residency _____
Application Complete _____
Applicant Has Paperwork _____
Route Copy to Parks _____

PERMIT # / STAFF INITIALS

Commission Meeting Room

Door



Tables
for
Snacks/
Drinks

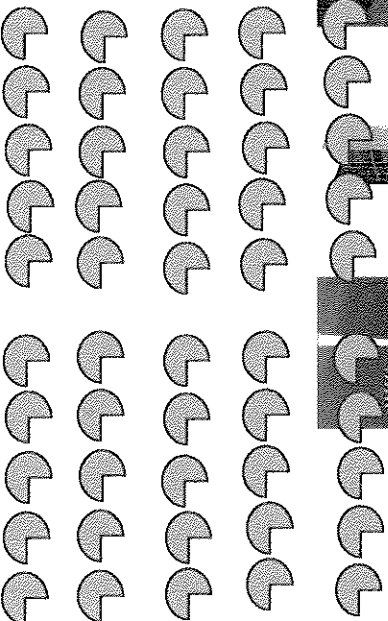
Pond

Door



LOBBY

Door



Event: Pakistan Independence Day

Flag Raising Ceremony