

(Revised NPS Form 10-930)  
 (OMB No. 1024-0026)  
 (10-2010)  
 Expires 6/30/2013

**National Park Service  
 National Capital Region  
 900 Ohio Drive, SW  
 Washington, DC 20024  
 (202) 245-4715**



<u>Lottery Number</u>
_____
For Office Use Only

**Application for Special Use Permit**

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** You will be notified of the disposition of the application and the necessary steps to secure your final permit. For special events, a non-refundable processing fee should be included and your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured. Pursuant to the 2010 NPS Interim Regulations, parks have up to 10 days to process a fully executed application that seeks to engage in a demonstration or the sale or distribution of printed matter.

Applicant Name:	Organization Name:
<u>Social Security #:</u>	<u>Tax ID #</u>
Street/Address:	<u>Street/Address:</u>
City/State/Zip Code:	<u>City/State/Zip Code:</u>
Telephone #:	<u>Telephone #:</u>
Cell phone #:	<u>Cell phone #:</u>
Fax #:	<u>Fax#:</u>
E-mail:	<u>E-mail:</u>

Description of Proposed Activity (attach diagram, attach additional pages if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Location: \_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_

Event set up will begin: (date and time)	Event will begin: (date and time)	Event will end: (date and time)	Removal will be done: (date and time)

Maximum Number of Participants \_\_\_\_\_ (Please provide best estimate)

Maximum Number of Vehicles \_\_\_\_\_ (attach parking plan)

Support Equipment (list all equipment; attach additional pages if necessary)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List support personnel (contractors, etc. including addresses and telephones attach additional pages if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Individual in charge of event on site (include address, telephone and cell phone numbers): \_\_\_\_\_

- Is this an exercise of First Amendment Rights?  Y  N
- Are you familiar with/ have you visited the requested area?  Y  N
- Have you obtained a permit from the National Park Service in the past?  Y  N  
(If yes, provide a list of permit dates and locations on a separate page.)
- Do you plan to advertise or issue a press release before the event?  Y  N
- Will you distribute printed material?  Y  N
- Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(If yes, please explain on a separate page.)  Y  N
- Do you intend to solicit donations or offer items for sale?  Y  N  
(These activities may require an additional permit.)

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*  
Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$\_50.00 made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. *This completed application should be mailed to the Division of Park Programs at the address found on the first page of this application, or faxed to (202) 475-2216.*

**Note** that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

**NOTICES**

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number or activities subject to collection of fees by the National Park Service (31 U.S.C. 7701) Information from the application may be transferred to appropriate Federal, State, local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Paperwork Reduction Act Statement):** This information is being collected subject to the Paperwork Reduction Act (44 U.S.C. 3501) to allow the park manager to make a value judgment on whether or not to allow the requested use. This information collection is required to obtain or retain a benefit. All applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 45 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460), Washington, D.C. 20240

- ❑ THE TEAM CAPTAIN SHOULD COMPLETE THE FORM IN UNSHADED AREAS ONLY (NAME AND CONTACT INFORMATION, NAME OF TEAM & PREFERRED DAY OF THE WEEK), AND MUST SIGN AND DATE THE FORM.
- ❑ ALL APPLICATIONS MUST BE RECEIVED BY THE CLOSE OF BUSINESS 4:00 P.M. ON MARCH 9, 2012. THE \$50.00 APPLICATION PROCESSING FEE MUST ACCOMPANY YOUR COMPLETED APPLICATION AND DOES NOT GUARANTEE A FIELD.
- ❑ APPLICATIONS MAY BE FAXED TO (202) 475-2216, OR MAILED, OR DELIVERED TO: DIVISION OF PERMITS MANAGEMENT, 900 OHIO DRIVE, SW, WASHINGTON, D.C., 20024 ATTN: SOFTBALL LOTTERY
- ❑ THE LOTTERY WILL BE CONDUCTED BY CLOSE OF BUSINESS ON FRIDAY, MARCH 16, 2012
- ❑ BY FRIDAY, MARCH 23, 2012, SELECTED TEAMS WILL BE POSTED ON: <http://www.nps.gov/mall/planyourvisit/permits.htm>.
- ❑ ONLY ONE APPLICATION PER TEAM WILL BE ENTERED INTO THE LOTTERY. DUPLICATION AND/ OR MANIPULATION OF THE APPLICATION LOTTERY PROCESS IS PROHIBITED AND MAY RESULT IN DISQUALIFICATION OF THE TEAM.
- ❑ SPORTS ACTIVITIES ON THE WASHINGTON MONUMENT GROUNDS ARE PERMITTED FOR RECREATIONAL USE ONLY. IF A PERMIT FOR A SPECIAL EVENT OR DEMONSTRATION (PUBLIC GATHERING) IS ISSUED, THAT PERMIT WOULD SUPERSEDE YOUR USE OF THE GROUNDS ON THOSE DATES.

NATIONAL PARK SERVICE  
NATIONAL CAPITAL REGION  
Division of Park Programs

Credit Card Billing Information

Applicant: \_\_\_\_\_

Company (If applicable): \_\_\_\_\_

Name on Credit Card: \_\_\_\_\_

Card Holder Authorized Signature: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Federal Taxpayer I.D. or Social Security Number: \_\_\_\_\_

Amount to be billed to Credit Card:

Established Cost Recovery: \$ \_\_\_\_\_

Credit Card Name & Number

American Express: \_\_\_\_\_

Discover: \_\_\_\_\_

Master Card: \_\_\_\_\_

Visa: \_\_\_\_\_

Expiration Date (month/year): \_\_\_\_\_

Credit Card Approval Code (3 – 4 digits on the back of the card): \_\_\_\_\_

\_\_\_\_\_

(For Agency Use Only)

► *PLEASE NOTE: Charge on receipt will read "NATL CAPITAL FIN" (National Capital Finance)* ◀

Project Number/BILL: \_\_\_\_\_

Prepared By: \_\_\_\_\_

Date Processed: \_\_\_\_\_

Permit Number: \_\_\_\_\_

Organization/Name: \_\_\_\_\_