



# United States Department of the Interior

NATIONAL PARK SERVICE  
National Capital Region  
900 Ohio Drive, S.W.  
Washington, D.C. 20024

IN REPLY REFER TO:

July 15, 2013

Dear Applicant:

Attached is your application for a public gathering permit to conduct a Demonstration or Special Event. The National Park Service accepts applications on a first-come, first-serve basis. Applications are accepted no earlier than one year in advance of the proposed demonstration or special event (including set up and take down). Upon receipt of your completed application, we will process it as rapidly as possible. A meeting may be necessary to discuss the details associated with your proposed activity.

We would like to point out that there might be charges for any costs associated with your proposed activity, incurred by the National Park Service and its United States Park Police. These charges are to reimburse the National Park Service for services or personnel deemed necessary to support your activity. Depending on the size and scope of your proposed activity, a bond in the form of an irrevocable letter of credit, certified check, or money order, and/or documented liability insurance coverage may be required. Any costs will be discussed with you the applicant, prior to issuing the permit.

There are also certain standards for Special Events to be held on parkland, and we will discuss these further with you as they apply to your activity. We would also like to bring to your attention our requirements regarding the sale of food and/or merchandise, or any other commercial activity contemplated to take place on parkland. Only ethnic foods which are pre-approved by the National Park Service and meeting Public Health standards may be sold, and then only if such foods are determined to be integral to the theme of your event. Commercially packaged or generic beverages may not be sold.

Ethnic arts and crafts may be displayed but may not be sold. If your event includes such a display or exhibit, we suggest that you have an artisan actually onsite to demonstrate the production of the particular art or craft as part of your activity.

Finally, if requested in an application, the in-person solicitation for money may be authorized under a demonstration or special event permit if it occurs within the confines of a limited and well delineated permit area.

We look forward to working with you. If you have any questions, please contact the Division of Permits Management, 900 Ohio Drive, SW., Washington, D.C. 20024, or by telephone at (202) 245-4715.

Sincerely,

*Robbin M. Owen*

Robbin M. Owen  
Chief, Division of Permits Management

Enclosure

UNITED STATES DEPARTMENT OF THE INTERIOR  
NATIONAL PARK SERVICE  
NATIONAL CAPITAL REGION  
900 OHIO DRIVE, SW.  
WASHINGTON, D.C. 20024

**INSTRUCTION PAGE**

**WHERE TO APPLY:** Applications may be obtained and filed at the following location during normal business hours (8 a.m. to 4 p.m., Monday through Friday, holidays excepted):

Permit Office  
National Capital Region  
900 Ohio Drive  
Washington, D.C. 20024  
202-245-4715

**WHEN TO APPLY:** Applications for demonstration or special events permits must be received at least 48 hours in advance of the proposed activity. Applications are accepted no earlier than one year in advance of the proposed demonstration or special event (including set up and take down).

Application waiver of the numerical limitations for demonstrations on the White House Sidewalk along Pennsylvania Avenue (over 750 persons) and in Lafayette Park (over 3,000 persons) must be received at least 10 days in advance of the proposed demonstration.

**APPLICATION BY MAIL:** Call the number listed above for forms. Applications must be received at the Ohio Drive address within the time limits set out in the preceding section.

**Please note. As a security precaution, our incoming mail undergoes a treatment process before being delivered, which at times may significantly delay its arrival. Therefore, we strongly suggest that you Federal Express, courier, or hand-deliver your application to us. Otherwise, you may lose timely consideration.**

**DEFINITIONS:** "DEMONSTRATION" includes speeches, picketing, vigils, etc., and all similar activity designed to communicate a message of some kind. "SPECIAL EVENT" includes any presentation, program, or display which is not a demonstration, but which is recreational, entertaining, or celebratory in nature, etc.

**Rev. (Date) Authority:** Code of Federal Regulations, Title 36, Chapter 1, Section 7.96. Copies of the policies used when administering these regulations are available upon request.

*Please type or print clearly using dark ink when filling out this form. If any space provided on the form is insufficient, attach supplemental sheet(s) bearing the item number. Each blank space should be filled out completely. When the answer is "no" or "none," please so indicate. **If possible, include a Fax number, which will help us provide you with any required additional information more quickly.***

**⇒ APPLICATIONS MUST HAVE ORIGINAL SIGNATURES. ⇐**  
**XEROX OR FAX COPIES WILL NOT BE ACCEPTED.**

## **IMPORTANT INFORMATION REGARDING APPLICATION COSTS**

In response to a May, 2005 Government Accountability Office (GAO) report (GAO-05-410), the National Park Service (NPS) will take steps to more fully recover and collect costs associated with special use and public gathering permits. These include permitted activities held in National Mall & Memorial Parks, and in other NPS locations in the District of Columbia, Maryland and Virginia. The GAO report directs the National Capital Region (NCR) to assess administrative charges to recover the costs associated with managing the thousands of permits issued in these parks annually. This program is to be implemented beginning October 1, 2006, and will initially include only costs for processing the application, to be followed at a later date by recovery of additional costs associated with administration, management and monitoring of permitted activities.

**The National Capital Region's application processing cost is \$120.00.** The application processing cost is a one time, non-refundable amount. No application will be processed unless: (1) the application processing cost remittance is enclosed or (2) the application is for a use that has been determined to not be subject to cost recovery, such as a First Amendment activity. Applications for First Amendment activities do not require the submittal of the application processing cost remittance. However, if the application is determined not to qualify as a First Amendment event the applicant will be notified and the application processing cost remittance must be submitted before any additional action is taken on the request. Cash or checks received through the mail for special use permits, may be returned through the mail if the event is determined to be a First Amendment activity.

The application processing cost represents the average costs incurred by the park in mailing, distribution and initial review of applications to make sure the information supplied is sufficient to inform a decision. These processing costs shall be reviewed each fiscal year.

As a matter of long-standing practice, the National Park Service, National Capital Region, has required and will continue to require applicants to post a monetary bond prior to the event to cover costs incurred when NPS employees are required to work for event monitoring and for any needed site restoration following the event. The bond amount is dependant on the size and scope of the event.

The Cost Recovery Program will now be applied to National Mall & Memorial Parks, President's Park, Rock Creek Park, National Capital Parks East, George Washington Memorial Parkway, Manassas National Battlefield Park, Wolf Trap National Park for the Performing Arts, Prince William Forest Park, and a portion of Chesapeake and Ohio Canal National Historical Park.

The Cost Recovery Program will affect permits for "special events", which includes sports events, pageants, celebrations, historical reenactments, regattas, entertainments, exhibitions, parades, fairs, festivals and similar events, as well as other permitted activities such as walks and footraces, sport field uses, weddings, picnics, and other designated special park uses.

Payment of application costs may be in the form of a check, money order, Electronic Fund Transfer or credit card.

If you require additional information, please contact the Division of Permits Management at (202) 245-4715.

Paperwork Reduction Act & Privacy Act Statement: In accordance to 36 CFR 7.96 (g), this regulation gives us the authority to require applicants to fill out this form to request permits for special events or demonstrations. 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 valid OMB control number. Confidentiality of this information is assured subject to the provisions of the Freedom of Information Act. Additional disclosures of the information may be to the United States Park Police, the District of Columbia Metropolitan Police Department, and any other affected law enforcement agencies.

Public reporting for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Chief of Permits Management Division, National Park Service, National Capital Region, 900 Ohio Dr., S.W., Washington, D.C. 20024.

OMB CONTROL NUMBER: 1024-0021

EXPIRES: 02/28/2014

**NATIONAL PARK SERVICE, NATIONAL CAPITAL REGION  
APPLICATION FOR A PERMIT TO CONDUCT A DEMONSTRATION OR  
SPECIAL EVENT IN PARK AREAS AND A WAIVER OF NUMERICAL  
LIMITATIONS ON DEMONSTRATIONS FOR WHITE HOUSE SIDEWALK  
AND/OR LAFAYETTE PARK**

\_\_\_\_\_  
*Date of this Application*

1. *Individual and/or organization sponsor(s):* \_\_\_\_\_

*Address:* \_\_\_\_\_

*Telephone Nos. (include area code): Day* \_\_\_\_\_ *Evening* \_\_\_\_\_

*Email:* \_\_\_\_\_ *Fax:* \_\_\_\_\_ *Website:* \_\_\_\_\_

2. *This is an application for a permit to conduct a DEMONSTRATION \_\_\_\_\_  
SPECIAL EVENT \_\_\_\_\_. (For definitions, see instruction page.)*

3. *This is an application for a WAIVER OF THE NUMERICAL LIMITATIONS on certain  
demonstrations. YES \_\_\_\_ NO \_\_\_\_ (A waiver is required if it is expected that a  
demonstration on the White House Sidewalk\* will include more than 750 participants or  
that a demonstration in Lafayette Park will include more than 3,000 participants.*

4. *Date(s) of proposed activity: From* \_\_\_\_\_ *To* \_\_\_\_\_  
*Month/Day/Year Month/Day/Year*

*Time: Begin:* \_\_\_\_\_ *(a.m.)(p.m.) Terminate:* \_\_\_\_\_ *(a.m.)(p.m.)*

5. *Location(s) of proposed activity. (Include assembly and dispersal areas.)*

6. *Purpose of proposed activity:* \_\_\_\_\_

7. *Estimated maximum number of participants. (If more than one park area is to be used,  
list numbers separately for each area.)* \_\_\_\_\_

*\*(The "White House Sidewalk" is the sidewalk between East and West Executive Avenues, on the  
south side of Pennsylvania Avenue, NW.)*

Will cleanup people be provided for the area:  YES  NO. How will they be identified? \_\_\_\_\_

8. Person(s) in charge of activity. (One person must be listed as in charge of the activity. If different individuals are to be in charge of various activities at different locations, each must be listed.)

Person in charge: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Nos. (Include area code): Day \_\_\_\_\_ Evening \_\_\_\_\_

9. Plans for proposed activity. (Include a list of all principal speakers and the complete time schedule for the activity. Include proposed route of any march or parade, and plans for the orderly termination and dispersal of the proposed activity which might affect the regular flow of city traffic.) \_\_\_\_\_

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10.(a) List all props, stages, sound equipment, and other items to be provided by applicant/sponsor. (Include approximately number and size(s) of supports, standards, and handles; necessary medical/sanitary facilities and other similar items.) \_\_\_\_\_

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(b) If boxes, crates, coffins, or similar items will be used, state whether they are to be carried opened or closed, their proposed size, the materials constructed from, and their proposed contents and use. \_\_\_\_\_

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11.(a) Do you have any reason to believe or any information indicating that any individual, group, or organization might seek to disrupt the activity for which this application is submitted?  Yes  NO

(b) If "YES," list each such individual, group, or organization, with all information as to each, including address and telephone numbers.

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12. MARSHALS: (a) Will applicant/sponsor furnish marshals? (Required for waivers of numerical limitations and for demonstration activities held simultaneously on White House Sidewalk and Lafayette Park.)  YES  NO. If "YES," how many marshals will be furnished? \_\_\_\_\_

(b) Person(s) responsible for supervision of marshals (for each location):

Location(s): \_\_\_\_\_

Name(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

Telephone Nos.: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

(c) List the functions the marshals are expected to perform: \_\_\_\_\_

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**QUESTIONS 14, 15 AND 16 MUST BE ANSWERED IF THIS IS AN APPLICATION FOR A WAIVER OF NUMERICAL LIMITATIONS. IF THIS IS NOT AN APPLICATION FOR A WAIVER, DO NOT ANSWER THESE QUESTIONS.**

13. What communications equipment will be provided to the marshals? (Include the number of walkie-talkies, CB radios, bullhorns, public address systems, flashlights, etc.)

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14. How will the marshals be identified? \_\_\_\_\_

15. State specifically the plans for ingress and egress of the participants to and from Lafayette Park including proposed sites for loading and unloading of buses, automobiles, or other forms of transportation which the participants are expected to use (supply chart if necessary). \_\_\_\_\_

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**APPLICATION IS NOT VALID UNLESS SIGNED**

\_\_\_\_\_  
*Position of person filing application*

\_\_\_\_\_  
*Signature of person filing application*

\_\_\_\_\_  
*Typed or printed name of person  
Filing application*

\_\_\_\_\_  
*Address of person filing application*

Telephone Nos. of person filing application (include area code):

Day: \_\_\_\_\_ Evening: \_\_\_\_\_

**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:** \_\_\_\_\_

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

\_\_\_\_\_

(For Agency Use Only)

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

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

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

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

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