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Section 1. General Information: Introduction to the National Capital Region

The following information on requirements for public gathering permits applies to Federal park land administered by National Park Service’s (hereinafter, NPS) National Capital Region in the District of Columbia, Arlington, Fairfax, Loudoun, Prince William and Stafford Counties; the City of Alexandria in Virginia; and Prince George’s, Charles, Anne Arundel, and Montgomery Counties in Maryland.

NPS National Capital Region offers various public spaces that are frequently used as venues for a variety of activities including cultural programs, vigils, picnics, religious services, festivals, athletic events, and film and photography projects. These activities can be categorized as either a: (1) “demonstration” – a public expression of views protected under the First Amendment which typically involves picketing, speechmaking, marching, holding vigils, and all other forms of conduct that involve the communication of views which are reasonably likely to draw a crowd or, onlookers; or (2) “special events” – include sporting events, pageants, celebrations, historical reenactments, parades, fairs, and similar events which are NOT demonstrations the conduct of which has the effect, intent, or propensity to draw a crowd or, onlookers. Neither demonstrations, nor special events, include casual park use by visitors or tourists.

Special events and demonstrations require a public gathering permit, issued only after NPS reviews a formal application and determines that the proposed activity; (1) will not impair park value and resources; and (2) is consistent with Title 36 of the Code of Federal Regulations (hereinafter, CFR) 7.96(g)(5)(vi)1. Park use is granted on a first come/first serve basis. Applications are accepted no more than one year in advance of the proposed event’s first day of set-up.

The goal of this Guide is to foster open communications through transparency. A collaborative relationship between NPS and the applicant is essential to the execution of a successful event that provides both a safe and rewarding experience for the attendees, and provides for the protection of public lands. This Guide is designed to provide applicants with basic information about the park use requirements and policies that are a foundation for the configuration, programing, and operation of events. This Guide will provide suggested time frames, deadlines, and definitions to terms specific to the public gathering permit process. Additionally, this Guide proposes procedures that will assist in the event planning process.

In the permitting process, the theme of the event must be accepted as within park use guidelines. It shall be determined that the park is reasonably suited in terms of accessibility and size. NPS will also consider whether the event is appropriate to the park area in which it is to be held. NPS will not issue a permit where possible damage and/or impairment to park property, facilities, plantings and landscape features, statues, monuments and memorials, and...
park values may occur. Issuance of a permit is subject to the applicant’s fulfillment of all applicable requirements.

This Guide contains information about various requirements NPS will discuss with the applicant during the processing of the public gathering permit application. Certain events that either involve: (1) extensive logistical set-up; (2) the erection, construction, or placement of structures or equipment such as tents, stands, platforms or portable toilets; or (3) where the sale or give away of food is contemplated will require NPS and the applicant to address issues of cost recovery, hold harmless agreements, liability insurance, and the food safety requirements. Transparency and collaboration between NPS and the applicant will make each permitted event safe, successful and enjoyable.

1.1 Key Definitions

1.1.1 NPS Permitting Staff
The Permitting Staff is responsible for reviewing permit applications and coordinating with the applicant to ensure the permit application is completed in full. In addition, Permitting Staff is responsible for collection of all application processing costs.

1.1.2 NPS Permit Specialist
The NPS Permit Specialist is an individual assigned to each application and is responsible for coordinating the use of park land.

The NPS Permit Specialist serves as the primary point of contact for the Permittee, manages Event Compliance Monitors, and coordinates the logistics with U.S. Park Police (hereinafter, USPP).

The NPS Permit Specialist leads the pre- and post-event walk-throughs and is the person with overall responsibility for event monitoring. The act of monitoring the event may be delegated to Event Compliance Monitors or conducted by the NPS Permit Specialist depending upon the scale of the event.

1.1.3 NPS Event Compliance Monitors
Event Compliance Monitors are responsible for monitoring of the event, ensuring the Permittee follows the guidelines set forth by NPS. Event Compliance Monitors will physically attend the event in order to monitor the Permittee’s adherence to the permit’s terms and conditions.

If Event Compliance Monitors observe a Permittee operating outside the terms and conditions set forth in the permit, the Event Compliance Monitors will require that the Permittee operate within the terms and conditions set forth in the permit. Failure to comply with all the terms and conditions of the permit may constitute grounds for revocation of the permit and immediate termination of the event, and/or citation against the violator(s).
1.1.4 United States Park Police/Security
The U.S. Park Police is a unit of the Department of the Interior, National Park Service, with jurisdiction in designated National Park Service areas, including all areas of the National Mall and Memorial Parks. The U.S. Park Police provide law enforcement services to parks located in the National Capital Region and may be assigned to provide for public safety at the Permittee’s event.

The U.S. Park Police are responsible for maintaining a continual security presence during the event.

The Permittee must promptly obey all instructions given by U.S. Park Police. Failure to comply with all the terms and conditions of the permit may constitute grounds for revocation of the permit and immediate termination of the event; and/or citation against the violator(s).

Only the U.S. Park Police are authorized to carry firearms on park land.

Section 2. Permitting Process

2.1 Application for Public Gathering Permit
The Public Gathering Permit Application provides NPS with the preliminary information necessary to begin an assessment of the appropriateness and feasibility of the activities, design, and timeframe necessary to install, operate and load-out the proposed event. In addition, The Public Gathering Permit Application reserves the day(s), time(s), and locations(s) of the proposed event.

2.1.1 Application Requirements
Public Gathering Permit Application forms can be found online at http://www.nps.gov/nama/planyourvisit/permits.htm

A Public Gathering Permit Application will not be accepted and will not begin to be processed until it is complete. In order for it to be considered complete, the Public Gathering Permit must have an original signature. You may submit your Public Gathering Permit Application via mail, or hand delivery. You may not submit your Public Gathering Permit Application electronically.

Public Gathering Permit Application fees must be paid in full upon submission of the Application. Application fees are non-refundable however, Public Gathering Permit Application fees are waived for First Amendment activities.

For additional information please phone (202) 245-4715 Monday through Friday, from 8:00 am – 4:00 pm, except national holidays.

2.1.2 Application Timeline
The Public Gathering Permit Application will be accepted one year in advance of the proposed events first day of set-up.
2.2 Preliminary Consultation Planning Meeting

To obtain a Public Gathering Permit a consultation planning meeting may be required depending on the size, scope, and nature of the proposed event. At this meeting a NPS Permit Specialist will consult with the applicant regarding requirements and logistics in order to produce an event that matches the expectations of the applicant, while ensuring proper use and resource protection of the parks.

Generally, the meeting will include a discussion of space availability, access, event operation, and remediation of any potential damages to the parks.

NPS Permit Specialist will also consult with the applicant regarding cost recovery deposits, hold harmless agreements, liability insurance, and the NPS approved manner to distribute items.

2.2.1 Preliminary Consultation Planning Meeting Requirements

The Permittee shall come to the Preliminary Consultation Planning Meeting prepared to discuss the following topics:

- Event contact list with names, phone numbers, and e-mail addresses to be used for further consultation
- Event attendance estimates
- Length of proposed event including proposed load-in and load-out of requested area
- Type of event- If it is a cultural event whether or not food will be sold or given away. Fully completed menus, including lists of ingredients, and interpretative food messaging must be submitted. Temporary Food Establishment applications submitted fewer than seventy (70) days before the event will not be accepted. Documentation of the appropriate Public Health, or local regulatory agency licenses is required and must accompany the menus and list of ingredients described above
- Potential use of NPS facilities and services, including but not limited to utilities, fencing, and trash removal
- Proposed site plan and routes (if applicable)
- Proposed sign plan (if applicable)
- Proposed commercial sign plan (if applicable)
- Proposed safe haven plan
- Proposed media plan
- Proposed crowd management plan
- Proposed transportation plan and traffic control plan
- Proposed risk management plan (outlining equipment set-up, equipment operation, materials storage and handling, fire protection, property and personnel protection). Risk management plan must include vendor contact information
- Proposed operations inventory including security, communication, sustainability, and first-aid plans

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• Outline of utility requirements including locations shown on site plan (if applicable)
• Proposed sponsor recognition/partnership request
• Proposed chronological event schedule/detailed production schedule/event program (“run of show”)
• Proposed trash removal and recycling plan
• Marshal (volunteer) plan
• Turf protection plan
• Filming and/or photography applications (if applicable)
• Other jurisdictions permit requirements (if applicable)
• Site access permits (if applicable)

2.3 Site Plan Approval
The Site Plan Approval process is designed to ensure that events meet their missions and are safe and secure venues; it also focuses on protection of the valuable assets of park land.

The ability to stage and operate an event is granted with knowledge that all concerned understand the need to preserve the parks landscape, including the grounds and turf, as a national resource available to all. To that end, NPS encourages the use of hardscape areas (for on-site transportation, stages, towers, platforms, tents, etc.) whenever possible.

2.3.1 Site Plan Approval Requirements
The Site Plan, drawn to a scale of one inch equals no more than fifty feet (1’ = 50’), will clearly display all structures, including stages, display video screens, sound and lighting towers, generators and cable runs, food tents, beverage tents, first-aid tents, reunification tents, proposed vehicles to be maintained on site, security or crowd-control fencing, portable toilet locations, ground-covered equipment routes, equipment, and storage positions. Please note that more complex set-ups may require additional structure or area lay out drawings.

2.3.2 Site Plan Approval Timeline
A complete Site Plan must be submitted to the Superintendent at least sixty (60) days in advance of the first installation day of the proposed event. The Site Plan should be made available as soon as possible to allow for: (1) adjustments due to existing park conditions (utility lines, plantings, landscape features, etc.); and (2) an accurate estimate of the required cost recovery deposit. No construction or site work may begin without prior official Site Plan approval. Please note that the Permittee assumes responsibility for assuring that the actual set-up accurately reflects the final Site Plan approved by NPS.

2.4 Operations Inventory and Event Schedule
The Operations Inventory is required to ensure that the NPS Permit Specialist and the Permittee are in full agreement as to how the site will be set-up, used, and broken down.

Permittee must submit an Operations Inventory, complete with the following items as applicable.
• Generators
• Cable and cable cover
• Trusses
• Support beams
• Audio and lighting instruments
• Video production and displays
• Musical instruments
• Costumes
• Portable toilets
• Structures or RV’s to be used as office and/or talent dressing rooms
• Golf carts
• Tables
• Chairs
• Signage
• Trash and recycling receptacles
• Turf protection elements
• Forklifts/Cranes
• Portable toilet contract
• First Aid personnel/services contract
• U.S. Stamped engineered drawings.

A detailed production management timeline/complete chronological event schedule must be submitted along with the Operations Inventory. The chronological event schedule shall include:

• Installation
• Event operations/run of show
• Removal/strike procedures

A production manager must be designated as primary point of contact for each day of event operations, and his/her 24-hour contact information must be included with the Operations Inventory.

Security, communication, sustainability and first aid and/or safe haven plan must be submitted and coordinated with USPP and District of Columbia Department of Fire & Emergency Medical Services (D.C. Fire & EMS)

In addition, the Permittee shall work with the NPS Permit Specialist to determine whether to contact the D.C. Mayor’s Special Events Task Group regarding considerations such as parking, traffic, emergency services, that require municipal approval and/or licensing.
The NPS Permit Specialist will consider the above requirements when determining whether to grant the permit.

2.5 Check-in and Check-out Procedures
The Permittee shall coordinate with the NPS Permit Specialist to determine a pre-event load-in procedure as dictated by the weather and Event Schedule. A similar arrangement should be scheduled for an estimated check out procedure. Any deviation from the schedule should be communicated in writing as soon as possible to NPS.

The Permittee is responsible for any damage caused by event staff, contractors, exhibitors or attendees. This policy is intended to help NPS recover costs for repairing damage to the park land (exceeding reasonable wear and tear) caused by anyone associated with the event.

2.6 Pre-event Walk Through
A pre-event walk-through will be conducted to: (1) document existing conditions, including the existing condition of turf, trees, surfaces, and structures; and (2) discuss the physical logistics of compliance with the guidelines listed herein.

2.7 Event
The event includes load-in, the event itself, and load-out.

2.7.1 Event Requirements
All instructions given by NPS and USPP on park land, must be obeyed promptly. Failure to comply with all the terms and conditions of the Special Event permit may constitute grounds for revocation of the permit and immediate termination of the event, and/or citation against the violator(s).

2.7.2 Weather Impact
In case of significant rainfall or inclement weather conditions, contact the NPS Permit Specialist or designated NPS representative to determine site conditions and accessibility.

2.8 Post-event Walk Through
The post-event walk through will be conducted in order to compare pre-event and post-event site conditions. This comparison will help determine the Permittee’s liability for any repairs or replacements.

2.8.1 Post-Event Walk Through Requirements
The Permittee will be informed of any damage caused by their event. NPS will provide the Permittee, with both written notice and photographic evidence where possible. The post-event walk-through will be completed before any other subsequent permitted activities begin at the event site.

Please refer to the appendix for the post-event walk through Checklist.
2.8.2 Post-Event Walk Through Timeline
The post-event walk-through must be scheduled with the NPS Permit Specialist. The post-event walk-through will occur no more than five days following the conclusion of the permittee’s special event.

Section 3. Fees and Cost Recovery

The Permittee is responsible for the entirety of all costs of the special event. NPS will not provide logistical support items such as chairs, tents, portable toilets, portable utilities and/or sound systems. The Permittee may rent support items from various commercial sources.

3.1 Charges
Two types of charges may apply to each Permittee: (1) non NPS costs- which cover typical costs of an event; (2) unbudgeted costs – which assesses the actual cost of NPS staff and utilities and of damages to park property including, but not limited to turf, trees, hardscape, and streetscape furnishings.

While First Amendment activities are not subject to application fees they are subject to: (1) all costs associated with damage to park property; (2) all NPS staffing costs beyond a normal business day.

In the event that the NPS determines that it is necessary, the Permittee shall provide funds (in the form of a certified check or money order made payable to the National Park Service; irrevocable letter of credit; or credit card) to cover potential costs incurred when NPS employees are required to work for event monitoring, for any needed site restoration following the event, and any other costs resulting from the event as described in Section 3.1.1 Special Event Cost Recovery.

The Permittee is responsible for the cost of repair or replacement of any items damaged during event load-in, load-out, or the event itself. This includes, but is not limited to damage to hardscape such as walkways and curbs; damage, vandalism, or loss of streetscape furnishings such as trash receptacles, posts and chains, benches, or water fountains; damage to utilities and utility lines such as power, water, and irrigation; and damage to the landscape such as grass, soil, and trees.

Pre-existing conditions shall be documented during the pre-event walk through and no more than five (5) days following event load-out, a post-event walk through will be conducted to assess any damage. Photographs shall be taken in addition to notes to document findings. Refer to Section 2.6 Pre-event Walk Through and Section 2.8 Post-Event Walk Through for additional information.

The Superintendent or designated representative will determine the appropriated cost recovery amount based upon the size, type, and duration of event. Estimated cost recovery funds must be furnished to the Superintendent at least fourteen (14) days in advance of the opening date of the event.

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3.1.1 Special Event Cost Recovery
As part of the special event, the Permittee is responsible for the following cost recoveries:

- Application fee
- Post-event maintenance
- Resource damage and repair
- Administrative costs
- Event monitoring costs, including the cost of overtime for NPS employees
- USPP costs
- Optional items such as utilities, security, and trash removal which may or may not apply based upon the type, size, and duration of the event

3.1.1.1 Application Processing Cost
All Public Gathering Permit Applications must be accompanied by a one time, non-refundable $120.00 (subject to change), payment to cover administrative costs associated with the processing of the application. This fee may be paid via check, money order, or credit card. The Application will not be processed without the application fee.

Applications for First Amendment activities are not subject to the application fee.

3.1.1.2 Site and Turf Preparation and Post-Event Maintenance
Prior to the event, the NPS Permit Specialist and Turf Manager will work with the Permittee to determine cost recovery for maintenance associated with the event that is above and beyond normal maintenance.

Examples of pre- or post-event maintenance include, but are not limited to:

- Pre-event: additional turf aeration, integrated pest management procedures, fertilization, or pre seeding
- Post-Event: soil rehabilitation, seeding, sodding, aeration, integrated pest management procedures, or fertilization

3.1.1.3 Labor for Monitoring and Pre- and Post-Event Inspections
Prior to the event, the NPS Permit Specialist will collaborate with the Permittee to determine the amount of labor required by NPS staff for pre- and post-event walk-throughs and Special Event monitoring. NPS shall share with the Permittee both the anticipated charges estimated after the pre-event walk-through and the actual charges assessed after the post-event walk-through.
The Permittee will be responsible for paying all personnel costs including overtime related to the assignment of NPS employees for monitoring all aspects of the event.

### 3.1.1.4 Additional Charges or Fees

The following section documents additional costs which may be associated with the event.

- **Medical Service:** The Permittee is responsible for providing on-site medical services for the event beginning with load-in through load-out, if the event’s attendance is projected to be 2,500 or more people. Medical plan is subject to approval by DC Department of Health. Please see Section 5.3 First Aid and Medical Emergencies for additional information.

- **Security:** Event security may be required throughout the duration of the event from load-in through load-out.

- **USPP:** Officers may be assigned to provide for: (1) public safety; (2) pedestrian and/or traffic control.

- **Permit Monitoring:** At any permitted special event, NPS Event Monitors may be assigned for on-site supervision each day of the event.

- **Crowd Management:** The Permittee is required to make the necessary arrangements for safe and efficient crowd management. This includes appropriate plans for queuing lines, safety personnel to manage safe access, safety staff inside the event, and staff to manage the safe egress.

- **Utility:** If accessible park utilities (water, telecommunications, or electricity) exist on site, these may be made available. The amount of the fee will be provided to the Permittee and incorporated into the cost recovery. Existing systems are limited, and may not be sufficient to satisfy all the needs of the event. Only existing electric outlets may be used. Electrical control rooms and electrical boxes requiring modification for use during the event may not be used. If available utilities are not sufficient for the event, the Permittee must provide the additional utilities. Questions concerning available utilities should be directed to the NPS Permit Specialist handling the permit.

- **Trash Removal/Recycling:** The Permittee is responsible for proper collection and disposal of waste and garbage during the permitted event, from load-in, through load-out. Should the Permittee not adequately complete trash removal/recycling, charges will be levied. See Section 4.8 Trash Removal/Recycling for additional information.

### 3.2 Insurance Requirements

Depending on the size and scope of the proposed event the following sections will apply as conditions of the permit.
The Permittee shall furnish documented evidence of insurance coverage to the NPS Permit Specialist at least fourteen (14) days in advance of the opening date of the event. Proof of liability coverage shall be in the form of a certificate, policy rider or binder and shall include the United States Government as an additional named insured. The name certificate holder shall be identified by listing the title and address of the Superintendent of the park where the special event is to occur. For example, if the special event will occur on the National Mall, which is administered by National Mall and Memorial Parks, the certificate holder will identified as:

Superintendent
National Park Service National Mall and Memorial Parks
900 Ohio Drive, S.W.
Washington, D.C. 20024-2000

3.2.1 Non-governmental/Commercial/or Private Entities (Hold Harmless Agreement)
This agreement is made upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, or death to any person or property of the Permittee, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this agreement or occasioned by any occupancy or use of said premises or any activity carried on by the Permittee in connection herewith, and the Permittee hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.

3.2.2 Non-governmental/Commercial/or Private Entities (Liability Insurance Requirement)
Permittee/sponsor shall procure public and employee liability insurance from a responsible company or companies with a minimum limitation of One Million Dollars ($1,000,000) per person for any one claim, and an aggregated limitation of Three Million Dollars ($3,000,000) for any number of claims arising from any one incident. The policies shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured's sole risk. Pay the United States the full value for all negative impacts to the lands or other property of the United States caused by the said person or organization, its representatives, or employees. Indemnify, save and hold harmless, and defend the United States against all fines, claims, damages, losses, judgments, and expenses arising out of, or from, any omission or activity of the said person or organization, its representatives, or employees. Small scale event and activities which do not involve significant set up or the potential for negative impacts to park resources or values may be relieved of this requirement.
3.2.3 State/Local Government Indemnification
The Permittee shall indemnify, save, hold harmless and defend the United States Government against all fines, claims, damages, losses, judgments, and expenses arising out of or from any omission or activity of the Permittee, or its employees to the extent allowable under law.

3.2.4 State/Local Government Subcontractors (Liability Insurance Requirement)
To the extent that work undertaken on NPS property is performed by entities other than the Permittee’s employees, the Permittee shall require such person or corporation to:

- Procure public and employee liability insurance from a responsible company or companies with a minimum limitation of One Million Dollars ($1,000,000) per person for any one claim, and an aggregated limitation of Three Million Dollars ($3,000,000) for any number of claims arising from any one incident. The policies shall name the United States as an additional insured, shall specify that the insured shall have no right of subrogation against the United States for payments of any premiums or deductibles due thereunder, and shall specify that the insurance shall be assumed by, be for the account of, and be at the insured’s sole risk.

- Pay the United States the full value for all negative impacts to the lands or other property of the United States caused by the said person or organization, its representatives, or employees.

- Indemnify, save and hold harmless, and defend the United States against all fines, claims, damages, losses, judgments, and expenses arising out of, or from, any omission or activity of the said person or organization, its representatives, or employees.

Section 4. Resource Protection & Event Management

4.1 General Guidelines
This section of the Events Planning Guide for the National Mall & Memorial Parks was developed in order to help identify and provide a more effective protection for the existing natural and cultural resources as well as landscape features found on park land located within the National Mall & Memorial Parks.

The following map indicates the turf levels at various locations within the National Mall & Memorial Parks. Guidance on how these areas may be used and the type of protection required is included within this section.
4.1.1 Turf Areas
Level 1 guidelines are the basis for all guidelines as they are presented in this guide.

Level 1 Ex are areas that allow for a one day set up of a limited number of tables, chairs and 10’ x 10’ tents.

Level 2 all rules that apply to Level 1 still apply except:
- Vehicles – limited approved vehicles (forklifts with flotation tires) driving on approved decking is allowed.
- Tractor Trailers allowed only when delivering and removing mobile stages. They must drive on protective flooring.
- Limited (in number and size) approved turf vehicles (golf cart size or similar) with turf tires (smooth tread and a psi of less than 15) are allowed to drive on turf without decking.
- For a stage set up, pedestrian flooring is only required between a stage and front of house, not everywhere full capacity is reached.

Level 3 areas, in addition to the Level 2 allow:
- Chairs, tables, and similar items with feet are allowed to be set up directly on the turf.
- Smooth, wide turf tire, with a psi less than 20 on larger equipment allowed to drive directly on turf. This includes tractors 45 hp and less and forklifts.
- Tractor trailers allowed with protective flooring and proper traffic dispersal (a route in and out may only be used once by a tractor trailer).
- Aluminum roll out flooring allowed for 4 hours a day before 10 AM and after 4 PM.

4.1.2 Turf Area Protective Decking Guidelines
For the protection of the park’s resources, the National Park Service must institute management practices to limit damage to the turf. Temporary covering of turf substantially reduces wear injury by protecting the plant from tearing and abrasion due to traffic. Temporary covering helps reduce soil compaction although it is not eliminated. Set up for events are encouraged to be configured to avoid concentrating foot traffic and the need for protective decking.

Acceptable Turf Decking Systems All Year: There are conditions that warrant a solid back such as soft soil conditions, temporary cover for equipment access, or hot weather. In this case MatraxHD, ArmorDeck 3, RGT Panel Flat back, or equal is acceptable; but plywood is not ever an acceptable material.

Acceptable Turf Decking Systems September 15 to May 15: Products such as Terraplas, ArmorDeck 1, Supa Trac Translucent, RGT Panel Pedestrian.

The above listed products are ADA-compliant, interlocking mats that are translucent to allow UV light to pass through or provide light to the grass below. These types of
materials are considered leading turf protection systems for stadiums and other venues such as public parks, racecourses, and private events and are used for walkways, exhibitions, show stands and hospitality areas. An approved equal to these would be translucent in color, flat backed, and would lock together with adjoining pieces. These products are quick and easy to fit; allows passage of air, light, and water; perform to high public safety standards; and protect turf from large crowds and structures. Time restrictions for decking are noted below.

Landscape or other fabrics are not permitted underneath due to their negative affect on the turf. These effects include heat buildup, lack of gas exchange, and light restriction.

While temporary turf decking helps prevent some damage if used for a short period of time, covering the turf still results in additional stressors such as reduced airflow, restricted moisture infiltration, heat buildup, and reduced light, so seasonally adjusted turf cover time limits are needed.

Pedestrian flooring shall follow the guidelines below:

- Comprised of single-sided or double sided high density translucent polypropylene.
- Be lightweight—use of golf carts and other small turf vehicles with turf tires and a tire pressure of less than 15 psi is allowed on decking that is covering turf.
- Not result in turf damage during removal.
- The cavity back (if specified) must have appropriate clearance above crown of grass (not compress the turf, approximately 1.75” to 2.25”); this depends on the time of year and ground conditions.
- Cavity back must have holes for air, light, and water to permeate the product.
  - No fabric or other obstructions to turf decking covering holes or blocking light will be allowed below the protective decking.
- Carpet may be allowed on top of the decking with seasonally defined time restrictions (see inserted box below)
- Installed no more than one (1) day prior to the event. Therefore, installation after five (5) pm and working through the night to minimize turf coverage time is permitted with approval from the Superintendent’s office.
- Permittee will be responsible for paying personnel overtime charges related to the assignment of National Park Service employees and US Park Police for monitoring set-up and take down construction or security beyond an eight hour shift or on weekends.
- Plywood is never an acceptable temporary covering. Plywood blocks nearly all irradiance, thereby shutting down the photosynthetic process within the turf plants. This results in unacceptable decline of turf health. In addition, it is unable to interlock.
- Vehicles are not allowed on turf decking, decking and other structures have to be hand carried to be installed.
4.1.3 Temporary Stages on Turf
The park has many locations where stages can be set up on hardscape. However, stages with proper turf protection can be set up in certain turf areas if approved by the NPS in the permit conditions.

The stage must be arranged so that as much turf can be protected as possible, this is accomplished by utilizing hardscape areas. Plywood, because of its ability to be modified to the proper size, is allowable for protection of turf from screw jacks or ballasts. Event planners should plan on some turf replacement with thick cut sod where the plywood is used.

- Protective decking will be installed under the stage, except where ballasts exceeding the weight capacity of the protective decking is installed.
- Every effort should be made to locate the stage on hardscape so that the turf can be clear spanned.
- All structures must minimize all points that come in contact with the turf, structures on the turf should be on a riser with as few points as possible touching the turf, if not on the protective decking, these points should have Enkamat and plywood pads underneath as outlined:
  - Each screw jack should have a 16”x16” wooden pad (3/4” plywood) and two layers of Enkamat 18”x18”.

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**Time Limits for Protective Decking**
Total turf coverage time including set up:
- November 15 to March 14: 10 days
- March 15 to May 14: 5 days
- May 15 to September 14: 3 days
- September 15 to November 14: 5 days

**Time limits for Blocking Photosynthesis (i.e. tents, stages)**
- November 15 to March 14: 5 days
- March 15 to May 14: 3 days
- May 15 to September 14: 2 days
- September 15 to November 14: 3 days

**Carpet above the decking with seasonally defined time limits**
- May 15 to September 14 carpet allowed for 6 hours after 6 pm
- September 15 to May 14 carpet allowed for 24 hours.

Deviations require Superintendent’s approval.
• Three day maximum.
  • Scheduling of load-in should include efforts to hold off stage skirting installation until last possible moment and removed immediately after the event. This will allow for maximum light penetration and airflow.
  • Ballasts should be situated on hardscape. If this is not possible, protect turf with four layers of Enkamat and two layers of plywood (3/4”). Cost recovery estimates should include sodding these areas with thick cut sod.
  • All cables (power, audio, etc) shall be encased in a Yellow Jacket cable ramp (or approved equal).
    o Where a cable path crosses a known road or trail, ADA compliant Yellow jacket or approved equal must be used.
    o The ramp, where it crosses level 1 or 2 turf must be placed on approved decking. Shifting the ramp on a daily basis is needed to avoid damaging the turf.
    o In a stage situation, cables should be flown over the steel, tied to stage or structure under the stage, and the mix position and not allowed to touch any grass area.
    o Yellow Jacket on turf will need to be moved daily so that no area of turf is under it for more than 24 hours.
    o Areas on turf not requiring Yellow Jacket ramps, cables shall be laid on two layers of Enkamat and moved every 24 hours.
  • Tear-down of the stage and structures should begin immediately following the load-out of show productions. Unless conditions due to weather would cause tear down operations to damage the turf.
  • An industrial magnet will be used over the entire area to recover screws, fasteners, etc.
  • The turf manager will inspect the area for damage after the event in order to determine the extent of turf that will need to be replaced by sod.

4.1.4 Tents or Other Temporary Structures on Turf Areas
Permittee shall provide a certification statement confirming all temporary structures comply with the following requirements: local building/life safety codes, ASCE 7-05, NFPA-101, IBC 2006 and IFC 2006.

Permittee shall provide drawings for all structures (including foundation/anchoring systems) over 500 square feet in area. Drawings are also required where the total combined area of connected individual structures exceeds 500 square feet. Structures shall be considered connected if they are within 5-feet of each other, share a common foundation/anchor, share a common utility, or are connected by
any other means. Temporary walkways shall not be considered when evaluating if structures are connected.

All temporary structure drawings must be signed and sealed by a professional engineer licensed in the District of Columbia.

Grounding rods are permitted in areas outside the “No Stake” zones (maps at the end of this chapter). The permittee must hire a private utility locating company to perform ground penetrating radar to determine if an area is safe for this.

It is strongly encouraged that structures be placed on the park’s hardscape areas where they will not impact the turf. However, within the terms of the permit, NPS may allow structures on certain turf areas. Structures are not permitted on the center turf area of the World War II Memorial, upper circles of the Thomas Jefferson Memorial, Lincoln Memorial and the Washington Monument. All structures and equipment must follow the protection measures detailed below. Without the necessary resource protection measures, structures are not permitted on turf and must be limited to locations on the hardscape surfaces.

If tents or other temporary structures are placed on the turf, they must follow the guidelines below:

- In event areas where there are underground utilities or designated no stake zones, water filled ballast tanks or concrete blocks will be used on the turf with proper protection decking and seasonal time restrictions. This is to help minimize compaction of the turf by the weight of the ballasts. This also allows maximum access of air, sunlight, and water to the turf.
  - Vehicles are not allowed on turf to place ballasts.
  - Water from tanks may not be dumped on park grounds.
- Any approved staking cannot take place without a National Park Service official present.
- All structures shall be hand carried onto turf panels.
- Protective decking (guidelines above) will be installed slightly larger than the footprint of the structure and pedestrian pathways to the tent entrance(s).
- Tent posts will be placed directly on approved decking (above).
- Tent walls will be put on at the last possible moment before the event. This will allow for air circulation and light penetration for turf health. Please refer to the preceding table for guidance on time requirements for blocking photosynthesis.
- Chairs, other seating, and other temporary structures will be located on protective decking.
- All screws, fasteners, and ties should be policed during the build and retained during the removal. They should be made of a non-aluminum or non-plastic material. Cleanup with a magnetic sweeper is required to ensure all fasteners and screws are retrieved.
- Steel, lumber, vinyl, and other construction materials, etc. should not be left on the turf for a prolonged period of time (more than 4 hours).
4.1.5 Digging and Trenching
Digging or trenching is prohibited on park land in conjunction with a special event.

4.1.6 Structures on Tree Panels
To minimize soil compaction and to protect the continued health of the trees, neither structures nor parking or operation of equipment, is permitted within any tree canopy (root zone) area or in any of the tree panels on park land. This includes but is not limited to stages, booths, audio/visual towers, tents, and lighting. As a condition of the permit, the Permittee may be required to install tree-protection fencing.

No attachments may be made to, pass through, or be affixed to existing trees or other vegetation.

4.1.7 Site Furnishings
Permittee may not move or otherwise harm existing site furnishings, including but not limited to posts and chains, benches, waste receptacles, and drinking fountains. No attachments may be made to, pass through, or be affixed to existing site furnishings.

Additional temporary site furnishings may be provided by the Permittee; however, these furnishings must meet the guidelines set forth in this document. No permanent installation of site furnishings is permitted.

4.1.8 Hardscape Preferences
When possible, activities and structures should be directed to hardscape areas that are less easily damaged.

Any activity and structures on the hardscape may not impede access and egress.

4.1.9 Weather Policy
When there is a threat to public health or safety, the Superintendent may close the park for such duration as determined necessary to ensure the safety and well-being of the public. Such situations have occasionally occurred in the past where park areas have been closed due to severe weather warning of thunderstorms with lighting and high winds. Where an area is ordered closed due to weather-related public safety threat, pursuant to 36 CFR 2.32(2) people must comply with official directions to leave the closed area and relocate to safer sheltered locations.

Closing or canceling an event is a last resort. However, while most events will be held despite the weather, schedules and drop-off points may need to be changed. If a weather emergency (snow, heat, flooding etc.) is declared, events may be closed early or canceled.

Alternate rain dates are not traditionally requested by Permittee. In the event that adverse weather forces closure of an area or an event, the Permittee should
coordinate with the NPS Permit Specialist to determine if the event could be rescheduled to a mutually agreed upon date.

4.2 Load-In/Load-Out

4.2.1 Hours
For load-in and load-out construction, work cannot exceed ten (10) hours per day. A request of a waiver for an extended day beyond the tenth (10) hour period must be submitted in writing to the Superintendent for approval. The Permittee will be responsible for paying all personnel overtime charges related to the assignment of NPS employees for monitoring load-in and load-out construction. Load-out must begin immediately following conclusion of the event and priority shall be given to removing any articles covering the turf, particularly structures and temporary flooring.

4.2.2 Duration
Duration of the load-in and load-out periods will be determined at the preliminary consultation planning meeting.

Duration of the load-in and load-out shall be based upon the size, scale and type of the event and will be established to minimize loads on the turf and reduce risk of soil compaction or other damage to the turf.

The Permittee and all contractors may not load-in any materials prior to the predetermined load-in period.

4.2.3 Evening Work
Evening work may be conducted for both load-in and load-out periods with prior permission by the Superintendent or designated representative. For work conducted during evening hours a portable lighting system is required. All motor vehicles including golf carts must have lights. Generally work is not allowed after 10:00 pm and prior to 6:00 am.

The Permittee is responsible for ensuring that no equipment or materials are left unattended at any time, including overnight.

4.2.4 Security
Event security is required throughout the permit period during load-in, event days and load-out. Please refer to Section 5 Event Security Protocol and Public Safety for additional information.

4.3 Structures
Large-scale structures, such as tents and towers, may require the submission of engineered drawings. Drawings must be stamped by a structural engineer licensed in the United States with a date not older than one year. Tents must have fire proof fabric certification.
If the Permittee intends to use tents, stages or other type of structures on park land, anchoring device information must be provided to include the method and type of anchoring device, type and length of stakes to be used, and any other ground disturbing activity. Stage weight per bearing points and, stage dimensions must be submitted for approval in an equipment inventory to accompany the Site Plan. All fences should be noted and identified by material or design on the Site Plan (i.e. bicycle barricade, mojo barriers, or chain link fence).

Without the necessary resource protection measures, structures are not permitted on turf and must be limited to a hardscape location. NPS highly encourages the Permittee to utilize the hardscape surfaces to the greatest extent possible.

All structures must follow the guidelines and adhere to National Fire Protection Association and OSHA codes.

Any temporary structure exceeding over 500 square feet must be submitted to the Permit Specialist for review. Drawings should include tent support lines identified by flagging. Tents should be placed at least ten (10) feet apart.

Structures must be able to withstand a minimum wind gust of 30 mph and cannot be more than forty-five (45) feet in height (within the memorial core to include the National Mall). All other structure heights will be reviewed on a case by case basis. Structures must not disrupt the historic view shed.

As detailed below, the necessary resource protection measures for all structures must minimize the number of points that come in contact with the turf. No structures shall be permitted unless the turf has been protected.

Structures on the turf should be on a riser with as few points as possible touching the turf. Each point that does touch the turf shall have Enkamat Flatback 8 or equal product and plywood pads under all points as outlined:

- Each screw jack shall have a wooden pad and two layers of Enkamat Flatback or equal product, eighteen inches square (18”x18”)
- Concrete pads should have four (4) layers of Enkamat Flatback or equal product
- Under each concrete tower pad two (2) layers of plywood

All screws and fasteners used in the construction of structures should be accounted for during the build and retained during removal. Screws and fasteners should be made of a non-aluminum metal, enabling a post-event magnet sweep to ensure all pieces are removed from the site.

4.3.1 Stages, Lighting, and Audio & AV Towers

Stages, lighting trusses, video walls/screens and any scaffold towers used to support them must be constructed to conform to architectural plans stamped by a licensed structural engineer.
If authorized by permit stages may only have skirting on the audience-facing area and only during the event. This is to allow maximum light and air to reach the turf, thereby limiting damage.

4.3.2 Tents
Tents must be constructed of fire retardant material. The Permittee must provide a certificate of fire retardant material must be provided as confirmation.

When located on hardscape surfaces including gravel, asphalt, concrete, granite, wood, cement blocks etc., tents and other similar structures must be secured using water-filled ballast tanks or pre-approved non-staking anchoring devices. No stakes are permitted on hardscape surfaces.

At load-out, all water filled ballast tanks must be removed properly. Tanks may not be drained into the turf or pumped in gravel areas. This prevents creation of muddy puddles and soft areas in the turf and also limits runoff of gravel into area drains. Tanks may be able to be pumped into the nearest storm drains, proper authority from DC Water may be needed. Tanks may not be dumped into the drains along the National Mall turf panels.

When permitted, tents erected on the turf panels, the Permittee must follow the guidelines below:
- Secured by stakes no longer than eighteen (18) inches driven into the ground. Stakes must avoid all underground pipes and fixtures. A ten (10) foot no-staking barrier zone is located on either side of the irrigation line.
- Staking is allowed on the Washington Monument grounds up to eighteen (18) inches.

4.3.3 Fencing
Any fencing or other physical barriers planned for the event must be shown on the site plan and described by material or design (i.e. bicycle barricade, mojo barriers, or chain link fence).

Fencing may be required by U.S. Park Police for security and/or access control purposes.

Fencing must be designed in such a way as to allow for the safe ingress and egress from the event.

Fencing located on turf areas may not be staked into the ground unless authorized by permit. If authorized, stakes must be no longer than eighteen (18) inches driven into the ground. Stakes must avoid all underground pipes and fixtures.

In the event chain link fencing is used, security barbed wire is prohibited.

Concrete barriers (such as jersey barriers) are permitted only on hardscape areas.
Tree protection fencing may be required as a condition of the permit.

4.3.4 Cable Protection
All cables and or hoses required for power, audio, video, lighting, or other applications are prohibited from touching any turf area. Where possible, cables shall be flown over the steel, under the stage and the mix position and prohibited from touching any turf area. Where this is not possible, cable troughs shall be used. Cable runs cannot be attached to park furnishings or flown through trees.

4.4 Circulation and Access
To the maximum extent practicable, public use of and access to the parks is not to be restricted.

4.4.1 Emergency Access
All pathways and roadways must remain open and unobstructed. A minimum twenty (20) foot drive aisle must remain open at all times for emergency vehicles. No temporary or permanent structures may be located within the egress lane. The egress drive aisle must be designated on the Site Plan.

4.4.2 Pedestrian Access within Turf Areas
Primary entrances onto turf areas should be rotated to avoid the compaction of soil at any one location. Coordinate with the Permit Specialist during development of the Site Plan for the event to ensure that access points differ from those of prior events.

All egress and fencing must be created to allow for the safe and proper egress based on the expected attendance of the event.

4.4.3 Public Transit/Metro
It is highly recommended that event planners and attendees make use of the public transit system within the Washington Metropolitan Area: Metro rail, Metro bus, Circulator, etc.

Consistent with long-standing NPS policy, event organizers must address the requirements which their events may impose on public transportation systems and, when events involve very large numbers of visitors or unusual times, ensure that these needs have been coordinated with the Washington Metropolitan Area Transit Authority. This may involve organizers meeting with Metro representatives separately or during the Preliminary Consultation Planning Meeting. For further guidance, organizers may contact Washington Metropolitan Area Transit Authority directly by calling (202) 962-2306.

4.4.4 Bicycles
Bicycles are welcome in the National Mall & Memorials Park and bicycle parking is provided near each of the major memorials as well as other park areas. Bicycle rentals are available from Thompson Boat Center located near the intersection of Virginia Avenue, NW and Rock Creek and Potomac Parkway, NW, just a short
distance north of the Lincoln Memorial along the Potomac River-Rock Creek Trail. Additionally, event attendees may make use of Capital Bike share stations located within the National Mall & Memorials Park.

Large events may be required to provide additional safe, secure bicycle parking and/or bicycle valet services. This will be addressed with the NPS Permit Specialist at the Preliminary Consultation Planning Meeting.

4.4.5 Vehicles
Vehicles are not permitted on the turf without special permission from the Superintendent or designated representative. If permission is granted proper ground materials and/or tires must be used.

4.4.5.1 Vehicle Permits
Parking is usually limited to areas open to the general public. In certain circumstances, the Permittee may obtain a limited number of parking permits for vehicles required for logistical support from the Division of Permit Management. Requests for parking passes should be addressed during the Preliminary Consultation Planning Meeting, or through the Permit Specialist.

Oversize and/or overweight vehicles must have a permit from the D.C. Department of Transportation to enter D.C. The Permittee should contact the Permit Specialist for further information.

4.4.5.2 Vehicular Circulation and Truck Staging
Vehicles including forklifts and cranes are prohibited from driving on turf, or parking on any turf areas, without prior approval of the Superintendent or designated representative. Permission may be granted to allow a limited number of vehicles to transport materials and equipment too heavy to hand-carry.

The Permittee shall be responsible for contacting the NPS Permit Specialist prior to beginning any load-in on park land.

In the event that the Superintendent permits vehicles on the turf, the following guidelines must be followed:

- No vehicles shall be driven on the turf within 48 hours following substantial rainfall, or if the ground is determined by NPS to be too soft to allow vehicular travel without incurring damage
- All vehicles must stay on drivable floor systems which must be installed and removed each day. Drivable floor systems must be made of two (2) layers of Enkamat Flatback, TERRATRAK9 or equivalent product. Plywood is not an acceptable material for drivable floor systems
- Logistical equipment and vehicles, including gas and electric carts, must not exceed 5-mph. All trucks with a Gross Vehicle Weight of over 7500
pounds, and equipment such as bucket trucks, platform lifts, forklifts, or cranes, must be accompanied by a walking spotter when moving or operating in any areas accessible to the public

- Event-related vehicles must be located in such a way that a clear and accessible fire lane is available for clearance by emergency vehicles at all times
- Any time a crane is positioned, each down riggers must have four layers of Enkamate Flatback or equivalent product and two layers of plywood positioned underneath them
- Any time a crane is positioned, a tarp must be positioned under the crane to avoid damage from spills or leaks
- At no time should idling vehicles be left unattended or parked while in the staging area
- The keys to operate a vehicle should never be left in unattended vehicles
- Vehicles such as forklifts must have pneumatic tires

Vehicles that are in violation of the above policies may be cited and/or towed.

Trucks and other authorized vehicles must enter the event site from locations discussed and approved by the NPS Permit Specialist at the Pre-Event Meeting.

If the Permittee allows their event traffic to impact normal traffic flow on the streets, the Permittee must work with the NPS Permit Management Specialist to establish requirements for engaging the Metropolitan Police Department and USPP.

4.4.5.3 Parking
No parking is permitted on the turf, tree panels, or walkways.

Personal vehicles must be parked in legally-designated parking spaces. Personal vehicles may not be driven or parked on the turf, tree panels or walkways. Additional accessible parking may be found in privately-owned and operated garages in proximity to the park.

Busses must park in designated bus parking. Permittees are advised to reach out to the District Department of Transportation (DDOT) for the availability of nearby bus parking facilities. Bus drop off and pick up of event participants may not take place on National Park Service roadways.

4.4.6 Deliveries
NPS is not responsible for deliveries. All delivery vehicles must follow the guidelines established in Section 4.4.5, Vehicles.

4.4.7 Crate Storage and Bone Yards
Crate storage, bone yards, and staging areas should be located on hardscape areas. They are prohibited from the area within the tree panels or National Mall panels.

The Permittee is responsible for cleanup and security of all storage and bone yard areas.

Staging areas for pallets must be designated for load-in and load-out only. Off-site preparation and construction is strongly encouraged.

Storage racks may not be left on the grass. Materials shall not be left lying on the grass for a period of time longer than four (4) hours.

Crate storage, bone yard, and staging areas must be shown on the site plan.

4.5 Accessibility
The Americans with Disabilities Act (ADA) applies to temporary services, programs, and activities. Temporary facilities and structures must comply with the ADA Standards.

Policies and operations for the event must meet the nondiscrimination requirements set forth in the ADA, including, but not limited to, the provision of accessible parking, routes through site, food service, toilet, facilities, and assembly seating.

It may be necessary to provide auxiliary aids and services as requested. Promotional material for events should explain how the public can request a particular auxiliary aid or service and when specific auxiliary aids and services may be available.

Service animals, as defined by the Americans with Disabilities Act (ADA), are permitted under proper supervision. The ADA defines a service animal as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medication, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Event planners shall consider elements of accessibility when designing the layout of the event including but not limited to:

- Temporary curb ramps where needed to provide an accessible route
- Location of structures and tents along an accessible route
- Provision of auxiliary aids and services
- Provision of and an accessible route from transit stops to the event location
- Provision of tactile braille signage
- Provision of portable wheelchair lifts to access stages or other elevated areas.
For information on accessible restrooms, please refer to Section 5.6, Comfort Facilities.

4.6 Audiovisual and Production
Audiovisual and production provisioning is the sole responsibility of the Permittee. NPS is not responsible for providing utilities. For more information, please refer to Section 4.7, Utilities.

All towers, structures and staging must comply with guidelines as outlined in Section 4.3 Structures.

All sound amplification equipment shall be limited so that it will not unreasonably disturb nonparticipating persons in, or in the vicinity of, the area. In the event the NPS Event Monitor determines that sound amplification exceeds reasonable levels, Permittee will be directed to lower sound amplification.

All structures and cabling runs must be shown on the Site Plan.

4.6.1 Audio Visual
Audio-visual system provisioning is the sole responsibility of the Permittee.

Audio-visual towers, LED screens and cable runs must be shown on the Site Plan.

4.6.2 Sound System
Sound system provisioning is the sole responsibility of the Permittee.

Sound towers and cable runs must be shown on the site plan.

When sound towers are located on monument/memorial grounds, speakers must be directed away from the monuments/memorials.

Events with amplified sound taking place on the North side of the Washington Monument grounds must strictly adhere to the following restriction. No amplified sound between the hours of 9:00 PM - 7:00 AM. All other areas must comply with all local noise ordinances.

4.6.3 Lighting
Public lighting is available for use on park property; however, additional lighting may be needed to provide for the safe ingress and egress. Should additional lighting be necessary the Permittee shall be responsible for providing the needed lighting.

Additional lighting cannot be directed towards any monument or memorial. Moreover, no lighting will be changed and no images will be projected onto any monument or memorial.

Lighting towers and cable runs must be shown on the Site plan.
4.6.4 Fog, Smoke Machines, Lasers, and Pyrotechnics

Water-based chemical fog and smoke machines may be permitted on limited basis with advance approval by NPS and USPP. Fog and smoke machines may not be operated in areas where the effect could impact security, crowd management and or passersby or non-participants.

A schedule of fog and smoke machine use (to include rehearsal and event time) must be submitted to NPS as part of the complete chronological event schedule so that appropriate inspection measures can be taken.

Due to hazards and effect on resources and local air traffic, lasers and pyrotechnics are prohibited.

4.7 Utilities

If accessible park utilities (water or electricity) exist on site, these may be made available for the duration of the event. The estimated cost will be provided to the Permittee and incorporated into the cost recovery deposit.

The capacities of the existing water and electricity systems are limited, and may not be sufficient to satisfy all the needs of the event. Questions concerning available utilities should be directed to the NPS Permit Specialist.

4.7.1 Water

If accessible park water exists on site, these may be made available for the duration of the event. The expense will be provided to the Permittee and incorporated into the cost recovery funds.

4.7.2 Telecommunications

Use of mobile telecommunication devices such as mobile telephones and walkie-talkies or other radio communications is permitted.

Cellphone towers are permitted on limited basis and are subject to space availability and require a special use permit.

Provision of telecommunications devices are the responsibility of the Permittee.

4.7.3 Electricity

Permittee may use existing park electrical outlets, where available. Should the park electrician need to connect services the additional expense will be provided to the Permittee and will be incorporated into the cost recovery funds. Electrical control rooms or electrical boxes requiring modification before use during the event may not be used.

4.7.4 Generators

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The Permittee may provide a generator and/or battery or solar operated equipment for electrical power. All generator re-fueling must take place off of park property. For larger events, on-site refueling may be permitted, but will only be allowed between the hours of 5:00 AM and 8:00 AM and 10:00 PM – 12:00 AM (midnight) on dates agreed upon in advance, in writing, by the Permittee and the NPS Permit Specialist. No storage of fuels is allowed on NPS property.

Generators on the National Mall are not permitted on turf or tree panels and must be located on hardscape surfaces.

At a minimum, for hand carted generators the following materials must be placed underneath the generator to protect the underlying surfaces from potential weight and vibration damage and fluid leakage:

- 1” professional outdoor grade plywood, or other material as agreed to in advance by NPS
- Secondary drip containment unit

Additionally, an ABC fire extinguisher must be located within fifteen (15) feet of the generator.

A tow plant generator must have a containment trough.

The Permittee will be responsible for any damage to park resources resulting from the use of generators.

Load-in of the generators must be coordinated with the NPS Permit Specialist.

To reduce the potential for accidental contact, generators must be enclosed within a perimeter security fence of at least three (3) feet in height.

To help eliminate potential safety hazards, mats and/or high-visibility cable and cord protection devices must cover all extension cords and wiring. When used for crossing of roadways or pathways, these devices must meet applicable ADA Standards. All wiring and connectors must be in good condition, of sufficient gauge to accommodate the electrical load of the equipment and be properly grounded.

Generator locations must be shown on the Site Plan.

4.8 Trash Removal and Recycling

4.8.1 Trash Removal
The Permittee will be responsible for providing temporary litter receptacles for the collection and disposal of all trash, debris, and litter resulting from the event. Trash and recycling materials shall not be allowed to accumulate and shall be continually and promptly bagged in clear plastic bags and removed from the event site. The location and placement of any litter and recycling containers must be approved by NPS.
4.8.2 Recycling
The Permittee is required to collect and transport to a certified recycling center, commingled cans and bottles (aluminum and bimetal cans and plastic bottles), plastic, and aluminum materials generated from the permitted activity.

The Permittee must submit the trash and recycling plan to NPS prior to the event. Load-in of the event may not commence without an NPS approved trash and recycling plan.

As part of our commitment to sustainability, NPS encourages all Permittees to participate in waste-reduction strategies. Examples of waste-reductions strategies include:

- Working with vendors who provide items with reduced packaging or vendors who have packaging take-back programs
- Purchasing items in bulk to reduce packaging needs
- Providing bulk items (such as sugar, ketchup, beverages, soaps) rather than individually packaged items
- Using biodegradable products
- Limiting or prohibiting giveaways
- Providing expanded recycling options
- Providing composting
- Collecting and reusing name badge holders
- Using and reusing booths and signage
- Providing reusable cutlery and linens where possible
- Requiring vendors and exhibitors to follow waste reduction guidelines
- Promoting the event online rather than using direct mail and flyers
- Use double sided printing
- Use recycled paper (at least 30% post-consumer content)
- Eliminating use of accessories that are harmful to the environment (e.g. plastic leaflet wallets)
- Providing reusable cutlery and linens where possible
- Eliminating the use of Styrofoam serve ware
- Eliminating provision of plastic bags for purchases (Washington, D.C. and Montgomery County, MD have a bag tax)

If the Permittee fails to perform adequate cleanup to the event site or if damage occurs to the event site, NPS property or facilities, the Permittee will be billed at full cost recovery rates plus overhead for cleanup and/or repair.

4.9 Sales
4.9.1 Sale of Food
Sale of food on park land is limited to the food sold by the NPS Concessioner and the sale of culturally expressive food.
Under no circumstances are glass containers permitted on park land.

4.9.1.1 Sales of Food by the NPS Concessioner
The sale of food or merchandise shall occur only within the framework of the Concessions Policy Act (Public Law 105-391) (hereinafter, “the Act”) and any Concession Contracts issued under the Act. Under the authority of the Act, NPS has entered into contracts with professional concessioners that provide food, beverages, souvenirs, and merchandise services to visitors on park property within the National Mall & Memorial Parks. If the event requires the sale of food, beverages, souvenirs, or merchandise, the sale must be provided by these contracted concessioners.

For events requiring these concessioner services for food and beverage sales, the Permittee and concessioner must collaborate to incorporate additional temporary food service locations into the final Site Plan. The final Site Plan, when submitted, shall include a document signed by both the Permittee and concessioner indicating mutual agreement as to the size and location of all temporary food service facilities. Food and beverage stands must be shown on the site plan.

4.9.1.2 Presentation of Culturally Expressive Food
There is one exception to the concessioner mandated sale of food under the Act. The sale of culturally expressive foods at activities conducted pursuant to a special event permit is permitted, but only if the sale of such foods directly supports the theme of the event, and if the conditions under which the foods are prepared and handled conforms to strictly enforced Public Health standards and requirements.

As related to special events, culturally expressive foods are defined as those that illustrate or represent the common heritage, cultural traditions, and ideologies of a specific group, geographic region, society or nationality. Foods and beverages classified as culturally expressive must be prepared using traditional recipes, ingredients and methods of preparation characteristic of the culture represented.

Commercially prepared pre-packaged foods and beverages are not culturally expressive and, thus are prohibited. Further, since the purpose of the event is to develop an appreciation for the particular culture’s traditions and lifestyle, it is inappropriate to introduce items that do not support the cultural theme of the event. For example, Asian foods may not be provided for a Latin-American cultural event, nor may Latin-American foods be provided for an Asian cultural event.

The interpretation of the culturally expressive food should include the history and relevance of the dish, how it is prepared, including ingredients, techniques, the availability of the ingredients in the local area, how this affects the dish, and any other information that will help the visitor understand why this food is being served as Culturally Expressive Food at the Permittee’s event.
To protect the health of the general public, any foods prepared off-site must be prepared in an establishment with current state or local Public Health Service certification. The Permittee must provide a copy of the most recent health inspection for the preparation site. Each food vending booth or operation at the event site must be supervised by at least one state or local Public Health Service approved, certified food handling supervisor, at all times during the preparation and sale of the food items.

Documentation of the on-site supervisor’s Public Health or local regulatory agency food-handling certification is required.

NPS will not provide food preparation, heating, cold or dry storage, or other kitchen services.

Delivery of any foods and any beverages to the facility must be coordinated with NPS representatives and meet the guidelines outlined in Section 4.4.6 Deliveries.

4.9.2 Commercially Prepackaged Food
Under certain circumstances, such as walks, runs and bicycle events, the Permittee is authorized to distribute free commercially pre-packaged food items and bottled water or juices, as well as commercially pre-made and wrapped sandwiches, such as peanut butter and jelly, which contain no products derived from animals. The term “pre” packaged denotes a wrapper, carryout box, or other nondurable container used for food with the purpose of facilitating food protection during service and receipt of the food by the consumer.

4.9.3 Alcoholic Beverages
The possession and consumption of alcoholic beverages is generally prohibited, but may be permitted in Superintendent-designated park areas located adjacent to concession facilities authorized to sell alcohol.

Sampling of alcoholic beverages is prohibited.

4.9.4 Federally Illegal Drugs Including Marijuana
All park sites are located on federally owned land. Federal narcotic laws supersede any and all local narcotic laws. Event participants who are found in possession of marijuana or other federally illegal drugs are subject to Federal laws.

4.9.5 Sales on Park Property
No items may be sold or offered for sale except for books, newspapers, leaflets, pamphlets, buttons and bumper stickers, which contain a message related to the event. No other merchandise may be sold or offered for sale.

Items not permitted for sale include, but are not limited to, T-shirts, posters, patches, jewelry, hats, license plates, coffee and drink mugs, flags, records, compact
disks and tapes, photographs, and decals. (This list is not inclusive, but is representative of those items most often erroneously sought to be sold.)

A stand or structure used for the sale of such permitted items may not exceed one table per site, which may be no larger than two and one half feet by eight feet (2'6” x 8’) or four feet by four feet (4’ x4’). The dimensions of the sales site may not exceed six feet wide by fifteen feet long by six feet high (6’x15’x6’).

Sale stands must be shown on the Site Plan.

4.9.6 Samples and Free Give Away Items

Items given away may be permitted following review by NPS. All food and beverage samples brought into the event site must be approved by NPS in writing prior to the event and adhere to the following guidelines, in addition to the guidelines listed above:

- Samples may only be distributed in such quantities that are reasonably consumed while at the event.
- Other items given away are restricted to those which can be used at the event or those which can be used to recognize the event such as a t-shirt, cup, pen etc.
- No Alcoholic beverages may be sampled.

4.10 Signage and Banners/Sponsors

NPS regulations generally prohibit Federal park land from being used for business solicitation or for the advertisement or promotion of commercial brands, products, and services. As such, no commercial notices and advertisements shall be placed, posted, or distributed at the event. Further, no structures representing commercial products, or models or replications of commercial products or merchandise may be displayed.

Further, consistent with long-standing NPS policy now under Public Law 108-108, Title I, § 145, special event permits will expressly prohibit the erection, placement, or use of structures and signs bearing commercial advertising. However, a permit may be issued that authorizes the recognition of sponsors of special events, if NPS determines that the size and form of the recognition is consistent with the special nature and sanctity of the National Mall or any other requested park area, and if the lettering or design identifying the sponsor is no larger than one-third the size of the lettering or design identifying the special event.

The Permittee shall submit a sign plan for NPS review and approval. Any request seeking NPS approval for sponsor recognition must be submitted to NPS at least thirty (30) days prior to the proposed event, and be depicted on the sign plan. If approved by NPS, sponsor recognition will be authorized within the terms of the special event permit. Signs and banners may not be affixed to existing trees or other NPS facilities or structures.

Soliciting personal information such as names, addresses, telephone numbers, zip codes, etc., or any other such information which may be used for future solicitation or marketing purposes, is strictly prohibited.
Organizers are expected to share information regarding NPS restrictions governing the scope of the sponsor's participation in the event, and permissible means of recognition of the contribution. To avoid confusion, a separate meeting between NPS and representatives of any corporate or commercial sponsors involved in events may be necessary.

4.11 Display of Arts and Crafts
Arts and crafts, and their respective traditional methods of manufacture, may be displayed as part of a special event, but the item may neither be sold nor its price displayed. Displaying unapproved arts and crafts is prohibited.

Display stands must be shown on the Site Plan.

4.12 Animals
Service animals, as defined by the Americans with Disabilities Act (ADA), are permitted under proper supervision. The ADA defines a service animal as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medication, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Display of mammals, birds, and other wildlife must be cordoned off from the public and in compliance with all District of Columbia and State and Federal regulations. Any damage to the turf caused by the presence of animals (such as divots from horse hooves) will be evaluated at the Post-Event Walk Through and are subject to cost recovery.

NPS assumes no liability for damages or injury caused by animals.

Care of animals is the sole responsibility of the Permittee.

Permittee may be required to acquire D.C. Department of Health, or other State and local inspections and certifications for the display of mammals, birds or other wildlife.

Animal display stands or areas must be shown on the Site Plan.

4.13 Balloons
Balloons pose a danger to the health and safety of wildlife and create a litter problem. Therefore, no releases of helium filled balloons into the atmosphere within a park will be authorized, except for research or planning purposes. Balloons as decoration or entertainment are prohibited.
Cold air filled inflatables may be approved on a case by case basis. Any plans for inflatables needs to be submitted to the NPS Permit Specialist for approval. (NPS Management Policies 8.6.2.2)

4.14 Sustainability
As part of NPS’ mission to preserve the national parks for the enjoyment, education, and inspiration of this and future generations, NPS is committed to sustainable operation. For permitted events on park property, NPS encourages Permittees to undertake sustainability measures and promote sustainable actions at every event. To encourage this, a sustainability plan is encouraged as part of the operations inventory (due thirty (30) days prior to load-in of the event).

4.14.1 Getting Started
At the Preliminary Consultation Planning Meeting, Permittees will discuss their sustainable plans with the NPS Permit Specialist. Plans will be finalized and documented as part of the sustainability plan and submitted with the operations inventory.

It is encouraged to share sustainability goals and strategies with vendors, exhibitors, and partners as early as possible in the planning process. Providing written documentation of expectations is a good way to ensure full cooperation.

We encourage Permittees to share ideas on additional sustainability strategies with the NPS Permit Specialist.

4.14.2 Energy Reduction and Alternative Sources
Events can use substantial quantities of energy. Consider the following tips to help reduce energy usage and/or provide energy from sustainable sources.

- Use natural daylight wherever possible
- Install energy efficient lighting such as LED lights
- Offset the carbon dioxide emissions arising from the event
- Use cleaner-burning fuels for trucks and generators, such as biodiesel or biodiesel blends
- Use of hydrogen fuel cells in lieu of generators
- Use solar powered equipment where possible, such as in association with signage and lighting

4.14.3 Water Consumption and Quality
Water usage at events can be expensive and wasteful. Consider the following tips to help reduce the amount of fresh water used for the event.

- Limit water usage
- Offer bulk water dispensers
- Use grey water to fill water-filled ballast tanks
4.14.4 Waste Reduction and Diversion
Recycling is encouraged on park property. This includes bottles, cans, and paper. Recyclables must be separated and contained independently of other solid waste. This applies to both consumer and construction waste.

Refer to Section 4.8, Trash Removal and Recycling for additional information on waste reduction and diversion strategies.

4.14.5 Alternative Transportation
In addition to the lack of convenient parking and frequent traffic jams in the Washington D.C. area, driving is one of the least sustainable ways of getting to and from an event. The Permittee should encourage vendors, exhibitors, and attendees to use alternative modes of transportation, such as public transit (bus or train), bicycles, or walking. Provide information on transportation options in promotional materials.

Refer to Section 4.4 Circulation and Access for additional information on public transit and bicycle use.

4.14.6 Food
If the event includes culturally expressive food (refer to Section 4.9.1.2), Permittees are encouraged to follow the guidelines below:

- Use locally-sourced food
- Select organic foods
- If serving fish, use fish from sustainably fished sources
- Provide fruit as an alternative to sweets
- Avoid individually packaged products and serve in bulk
- Donate leftover food to a local charity, or if not acceptable for human consumption, compost it
- Ensure tea and/or coffee is fair trade
- Provide beverages (including water) in bulk rather than individual containers
- Use reusable crockery, glassware, and cutlery where possible

Section 5. Event Security Protocol and Public Safety

The NPS conducts all permitted events in a manner that ensures and emphasizes both the safety of the public and the protection of property.

At any permitted event, NPS Permit Specialists and/or Event Monitors may be present for on-site supervision each day of the event. In addition, USPP officers may also be assigned to provide for public safety. All instructions given by authorized NPS or USPP personnel must be obeyed promptly. Failure to comply with all the terms and conditions of the special event permit may constitute grounds for revocation of the permit and immediate termination of the event and/or citation against the violator.
Beginning with event load-in, and continuing throughout the permit until load-out is completed, the Permittee is responsible for ensuring that no equipment or materials are left unattended at any time, including overnight. Supervision of materials can be accomplished by providing oversight by qualified persons from the Permittees organization, un-armed professionals from a commercial security firm, or USPP.

The Permittee is responsible for safety and crowd management. The Permittee may need to consider the safety and security of areas such as:

- VIP access points
- Exhibit areas
- Offices
- Storage areas

Only USPP can engage in law enforcement actions. Armed security is strictly prohibited at all times.

Services, including, but not limited to, VIP access control, VIP protection, and overnight security rounds, may be provided by employees of licensed, incorporated security companies or U.S. Park Police. Contracted security firms must meet the following criteria:

- **All security personnel must be unarmed.**
- The contracted security firm must provide appropriate insurance
- All contracted security personnel must possess a current Security Guard License
- All contracted security personnel must wear proper uniforms, and identification, and must exhibit a professional and courteous attitude
- The contracted security firm must have the ability to supply additional personnel as required
- The contracted security firm must attend scheduled briefing and operational meetings
- The contracted security firm must abide by all applicable laws, regulations, ordinances, and NPS policies

Security fencing and crowd control measures must be shown on the Site Plan.

NPS neither assumes nor accepts any liability whatsoever for any loss or injury incurred at any event.

**5.1 Credentials**
Authorized NPS personnel do not require credentials to access event sites. Full access must be given to authorized NPS personnel to facilitate any and all site inspections and walk-throughs.

The Permittee shall provide to the NPS Permit Management Specialist and USPP, and any contracted security firms a display of all relevant credentials to include:

National Capital Region – National Mall & Memorial Parks Version 1.1
• Press
• VIP
• Artist
• Security
• Production Staff
• All Access

This display is required in order to identify event personnel and access availability.

5.2 Fire Safety
Open fires (cooking or otherwise) are generally prohibited on park land.

The Permittee, exhibitors, and contractors must comply with all applicable National Fire Protection Association codes.

Materials used in the construction of displays and decor must be fire resistant, and labeled as such. All exhibits and displays are subject to inspection by NPS for compliance.

Operation of any heat producing or smoke emitting devices or materials requires written authorization from NPS. Storage of propane is prohibited.

5.2.1 Compressed Gases/Flammable Liquids/Aerosols
Refueling compressed gasses, flammable liquids or dangerous chemicals, is prohibited without prior written authorization from NPS. Pressurized containers housing flammable propellants (aerosols) are prohibited without prior authorization from NPS. Contact the NPS Permit for further direction.

Propane may be permitted for purposes of cooking and/or heating, however, restrictions on the number and size of propane cylinders permitted on park property will apply. Propane cylinders may not exceed 100lbs unless approved by NPS.

Propane tanks must be secured and in compliance with limits imposed by the NPS Fire Marshal. If the NPS Fire Marshall approves the Permittee’s use of compressed gases/flammable liquids/aerosols, cylinders shall be distributed to limit the risk of damage to persons and properties in the case of an emergency. Only one compressed gases/flammable liquids/aerosols cylinder per heating/cooking unit is permitted.

The location of compressed gases/flammable liquids/aerosols cylinders must be approved by NPS in advance.

5.2.2 Cooking in Exhibit Booths
Written approval form NPS is required to cook in exhibit booths when food or food equipment products are part of the event. Please not the following:

• The use of any flammable or combustible liquids, compressed gases cylinders, hazardous materials or chemicals as fuel is restricted.
• A fire extinguisher with a minimum rating of 3A40BC must be present and displayed in each booth where cooking occurs.
• Deep fat fryers, wood or coal burning equipment and bottled gas cylinders are prohibited without advance written approval from NPS.
• Events involving cooking or food preparation must provide utensil clean-up areas.
• Proper containers, such as grease barrels must be utilized for disposal of oil and grease and other excess wastes. Disposal of cooking residue into the public storm sewer system is strictly prohibited. Disposal of cooking residue onto the ground (softscape or hardscape) is strictly prohibited.

5.2.3 Hazardous Chemicals and Materials
Hazardous chemicals and materials, including but not limited to pesticides, herbicides, poisons, flammable or combustible liquids, hazardous gases, pressure cylinders or tanks, and hazardous chemicals including oxidizers are restricted.

The spillage of deleterious substances such as engine oil, gasoline, or the like is prohibited. In the event of such a spillage, the District of Columbia Fire Department (or other local fire department) must be called immediately, by dialing the 911 emergency numbers, followed by a call to USPP dispatch at (202) 619-7500. Corrective action will be taken in accordance with applicable Environmental Protection Agency Hazardous Material Guidelines.

5.3 First Aid and Medical Emergencies
First aid and emergency response systems should be organized by the Permittee. First aid and emergency response systems include first aid tent, CPR/AED certified personnel, and necessary equipment.

First aid tents or stands must be shown on the Site Plan.

Events with large crowds expected may need to collaborate with local EMT units for ambulance services and professional EMS staff on-site. It is recommended that you consider the guidelines of the District of Columbia Department of Fire & Emergency Medical Services (D. C. Fire and EMS). The following guidelines will ensure that appropriate medical coverage is provided throughout the event:
## Event Description and Required Medical Assets (indicated by an X)

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<thead>
<tr>
<th>Event Type</th>
<th>Crowd Size (anticipated)</th>
<th>CPR &amp; 911 Access</th>
<th>Medical Aid Station (BLS)</th>
<th>Medical Aid Station (ALS)</th>
<th>Medical Aid Station (with Physician)</th>
<th>Ambulance(s) (BLS or ALS)</th>
<th>Mobile Med Teams</th>
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<td>Concert Music Cultural Festival</td>
<td>%2&lt;2,500</td>
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<td>2,500-15,000</td>
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<td>BLS*</td>
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<td>15,000-50,000</td>
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<td>&gt;50,000</td>
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X=Required, *=Recommended, (1)=Multiple Units may be required depending on history and size of event, 
ALS=Advanced Life Support, BLS=Basic Life Support, EMT=Emergency Medical Technician

Depending upon the weather, the Permitee may be required to provide cooling stations, misting tents, bottled water for attendees, or warming tents.

- Based on the weather, demand and size of the event a sufficient supply of water should be available and an additional amount should be readily available
- Refrigerated trucks should have a sufficient amount of water on stand by
- Sufficient cooling stations should mirror the number of first aid tents

First Aid tents should:

- Be strategically located
- Have adequate power to support interior LED lighting in lieu of halogen lights
- Have adequate power to support air conditioning/heating with fans or heaters depending upon the weather conditions
- Have sufficient water in the first aid tents
- Be walled for privacy
- Be easily identifiable via a red cross, red flags, or similar

For special events of 10,000 attendees or more, a safety zone grid system may be added to the event. The safety zone will include areas zoned within the crowd by bike racked perimeters. All zones must contain a first aid tent, portable restrooms, access to water or beverages and, a USPP unit. Emergency transport zones will have a ten (10) foot open traffic lane for emergency vehicles. Permitee must provide the bike rack, tenting and portable restrooms. Zones will be determined by the USPP Special Event Coordinator.
To ensure that requirements for first aid and/or emergency medical services are met, please contact: Department of Fire & Emergency Medical Services, Emergency Medical Services-Special Events Coordinator at (202) 673-3274.

5.4 Weather Emergencies or Evacuation Procedures

Prior to event load-in: In case of significant rainfall or inclement weather conditions, the Permittee shall contact NPS Permit Specialist or designated park representative to determine site conditions and accessibility.

During event: When severe weather is anticipated (e.g., snow, hurricane, extreme heat, high winds or floods), the Permittee shall coordinate with designated park representatives to determine future site conditions, accessibility, and status of event (delay, postpone, shelter in place or cancel). When NPS determines that there is a high likelihood the event will be canceled due to severe weather, NPS will communicate with Permittee as soon as possible. The Permittee is responsible for communicating announcements to potential attendees, media outlets, and other interested parties.

In the case of an unanticipated event (e.g., tornadoes or earthquakes), the Permittee shall notify attendees through an emergency warning system. This may include public announcements, sirens or flashing lights. Once attendees are aware the emergency, the Permittee shall follow the directions of USPP and communicate those directions through a public address system, signage or broadcast media.

Depending on the nature of the emergency, attendees may be asked to evacuate, seek shelter, or the like.

Participants must follow all instructions given by USPP, NPS, and event organizers. All electric or gas powered devices must be turned off and fuel valves closed.

5.5 Lost and Found/Reunification

Items lost or found during an event are the Permittee’s responsibility.

NPS recommends that the Permittee designate a single Lost and Found tent where people may turn in or claim lost or found items. Temporary structures may be erected for the logistical need of housing lost or found items; however, all temporary structures must meet the guidelines addressed in Section 4.3 Structures.

In addition to the Lost and Found tent, the Permittee must provide a Reunification tent/trailer for lost persons. The Reunification tent/trailer location will be determined, by the Permit Specialist and the USPP Special Events Coordinator. A power supply must be provided for a landline.

The Lost and Found tent and the Reunification tent/trailer must appear on the Site Plan. The Reunification tent shall not be co-mingled with the First Aid tent.

At the end of the event, the Permittee is responsible for the return or disposal of all unclaimed items.
5.6 Comfort Facilities
If attendance is expected to exceed the capacity of nearby NPS public comfort facilities, or if no comfort facilities exist in or near the requested park area, the Permittee must provide portable, temporary toilets with sufficient capacity to accommodate the anticipated attendance. The general guideline is a minimum of one (1) portable toilet per three hundred (300) people, of which at least twenty percent (20%) must be accessible to people with disabilities.

Portable temporary toilets, and reasonable waiting areas must be located on hardscape surfaces. Toilets may not be placed on the turf or within tree panels. The proposed location of toilets and, waiting areas for temporary facilities shall be depicted on the Site Plan submitted as a part of the permitting process. Portable toilets must be organized in groups of 5 toilets with 6 feet of space between each group.

If NPS deems that the Permittee must provide portable toilets, the Permittee must provide NPS a copy of the Permittee’s contract for the provision of the toilets at least fourteen (14) days in advance of the first day of the event.

Section 6. Media and Filming
News coverage of an event is allowed without additional permits unless significant additional equipment set-up beyond what, is depicted on the Permittee’s Site Plan, is required. Arrangements for press and broadcast media coverage must be made at least seven (7) days before the first day of the event.

6.1 Commercial filming and photography
Commercial filming and/or photography of any event requires a separate special use permit available from the NPS, National Mall and Memorial Parks, Division of Permits Management.

Section 7. Organized Runs, Races and Bicycle Events
The Metropolitan area parks, National Mall and Memorial Parks, National Capital Parks-East, Chesapeake & Ohio Canal, Rock Creek Park, and George Washington Memorial Parkway have developed Records of Determinations that establishes public use limitation guidelines for footraces, organized runs and bicycle events. These parks’ policies identify course routes, times of year when such events are permitted, and restrictions on the numbers of such events that will be permitted. Copies of these guidelines may be obtained from the NPS, National Mall and Memorial Parks, Division of Permit Management.
Section 8. Appendix

8.1 Code of Federal Regulations
36 CFR 7.96 - National Capital Region, available online at:

8.2 Policy References

Director's Orders #53 Special Park Uses: http://www.nps.gov/policy/DOrders/DO53.htm

Concessions Policy Act (Public Law 105-391):

Public Law 108-108, Title I, § 145:

NPS Management Policies 8.6.2.2: http://www.nps.gov/applications/npspolicy/index.cfm

NPS Directors Order #58: www.nps.gov/policy/DOrders/DOrder58.pdf

8.3 Pre/Post-event Walk through Checklist
Use the following checklists to document the condition of the site during the pre-event walk through and during the post-event walk through. Be sure to note all conditions using digital photographs for the protection of the Permittee and NPS alike.

Items to consider include:

- Turf conditions – patches of dead grass, etc.
- Tree conditions – damaged branches or trunks, vandalism, unseasonably dying leaves, etc.
- Hardscape conditions – cracked surfaces, damaged curbs, holes in gravel areas, etc.
- Streetscape furniture conditions – damaged or missing furniture, etc.
- Irrigation system – function, damage to any sprinkler heads, etc.
- Utility conditions – function, damage to any utility hook-up points, etc.
## Events Planning Guide for the National Capital Region

<table>
<thead>
<tr>
<th>Category</th>
<th>Pre-Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground cover in place prior to load-in</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Delivery schedule</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Ground condition reviewed</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Weight-bearing ground surfaces covered with proper no-turf damaging materials</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Cable in walk-through areas covered by cable ramps/troughs</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Generators enclosed behind fencing</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Post-Event Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ground condition reviewed</td>
<td></td>
</tr>
</tbody>
</table>
### 8.4 Event Checklist

Use the following checklists to ensure you have met all the deadlines outlined in the manual and meet the conditions of your permit. Timelines may vary.

#### 2.1 Application for Permit

<table>
<thead>
<tr>
<th>12 months prior to event</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit application for permit</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Apply for insurance (at time of permit award)</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Set up preliminary planning meeting</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
</tbody>
</table>

#### 2.2 Preliminary Consultation Planning Meeting

<table>
<thead>
<tr>
<th>70 days prior to event</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare event contact list</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Provide event attendance</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Provide length of event</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Submit outline of event schedule</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
<tr>
<td>Provide proposed plans (first aid, transportation, communications, etc.)</td>
<td>☐ Yes ☐ No Comments:</td>
</tr>
</tbody>
</table>
### 2.3 Site Plan Approval

60 days prior to event

<table>
<thead>
<tr>
<th>Task</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit site plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit sign plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit risk management plan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepare outline of utility requirements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit chronological event schedule</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit operation inventory</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit sponsor recognition request</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remit payment of cost recovery deposit (no more than 14 days after acceptance of site plan)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2.4 Operations Inventory and Event Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Yes □ No □</th>
<th>Comments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit portable toilet contract (if applicable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide evidence of liability insurance coverage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide cost recovery funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide W-9 form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provide 1199A form</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### 2.5 Pre-event Meeting

<table>
<thead>
<tr>
<th>5 days in advance of event</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for permits for media/photographic coverage (if applicable)</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Contact NPS Permit Management Specialist regarding utility location marking and/or for-fee use of existing park-owned utilities</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Contact utility company for marking and/or use of non-park owned utilities</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Provide event presenter list with 24-hour contact information</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Provide vendor list with 24-hour contact information</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Provide copies of all promotional materials</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>Confirm all weight-bearing point locations</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>
### 2.5 Check In and Check Out Procedures

<table>
<thead>
<tr>
<th>3 days prior to event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Establish procedures with NPS Permit Management Specialist</td>
</tr>
</tbody>
</table>

### 2.6 Pre-event Walk Through

<table>
<thead>
<tr>
<th>48 hours prior to event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact NPS Permit Management Specialist to set up pre-event and post-event walk-through</td>
</tr>
</tbody>
</table>

### 2.7 Event

<table>
<thead>
<tr>
<th>0 days prior to event</th>
</tr>
</thead>
<tbody>
<tr>
<td>In case of significant rainfall or inclement weather conditions, contact NPS Permit Management Specialist or designated NPS representative to determine site conditions and accessibility. Permittee must contact USPP 24 hours in advance when cancelling or postponing an event</td>
</tr>
</tbody>
</table>

### 2.8 Post-event Walk Through

<table>
<thead>
<tr>
<th>1-5 days after event</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPS Permit Management Specialist and/or designated representative conduct post-event walk through</td>
</tr>
</tbody>
</table>
### 4.9.1.2 Temporary Food Establishment-Cultural

70 days prior to event

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit proposed temporary cultural food menu</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit documentation of food handling qualifications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written interpretive component explaining cultural significance of menu items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Determine whether use of NPS facilities and services will be required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify issues related to whether additional permits or variance will be required</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8.5 Resources and Websites

National Park Service – Permitting FAQs:
http://www.nps.gov/nama/planyourvisit/permitsfaqs.htm/

District Department of Transportation (DDOT): http://ddot.dc.gov/

U.S. Park Police: http://www.nps.gov/uspp/

Metropolitan Police Department: http://mpdc.dc.gov/

DC Mayor's Special Events Task Group:
http://mpdc.dc.gov/mpdc/cwp/view,a,1241,q,548278.asp

Metrorail/Metrobus: http://www.wmata.com/

Circulator: http://www.dccirculator.com/

District of Columbia Department of Fire & Emergency Medical Services:
http://fems.dc.gov/

Department of Health: http://dchealth.dc.gov

National Fire and Protection Association: http://www.nfpa.org/


U.S. Capitol Police Special Events: http://www.uscapitolpolice.gov/special_events.php

The following material is not available online but is available by request.

Turf Management and Event Operations Guide for the National Mall and Memorial Parks

Standard Public Health Requirements for Temporary Food Establishments

West Potomac Park Guidelines for Special Events and Demonstrations

Washington Monument Grounds Guidelines for Special Events and Demonstrations

Lincoln Memorial Guidelines for Special Events and Demonstrations

National Capital Region – National Mall & Memorial Parks Version 1.1
8.6 National Capital Region – Park Permit Contacts

Rock Creek Park
202-895-6013

Chesapeake and Ohio Canal National Historic Park
301-745-5815

Presidents Park (White House and Lafayette Park)
202-208-1631

National Mall and Memorial Parks
202-245-4715

Prince William Forest Park
703-221-4706

Manassas Battlefield Park
703-754-1861

National Capital Parks-East
202-690-5152

George Washington Memorial Parkway
703-289-2513

Wolf Trap Farm Park
703-255-1822