

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

**INSTRUCTIONS FOR PUBLIC GATHERING PERMIT**

Thank you for your interest in conducting a special event or demonstration on parkland in the National Capital Region, which is governed by National Park Service (NPS) regulations found at 36 CFR 7.96. Attached is an application for a public gathering permit to conduct a Demonstration or Special Event. You can submit the attached application seeking use of the following park areas: National Mall and Memorial Parks, President's Park, Rock Creek Park, National Capital Parks East, George Washington Memorial Parkway, Manassas National Battlefield Park, Wolf Trap National Park for the Performing Arts, Prince William Forest Park, and a portion of Chesapeake and Ohio Canal National Historical Park. Upon receipt of your fully executed application, we will time and date stamp it as received, and then process it as rapidly as possible. Depending on the size and complexity of your activity, you may need to provide additional documents, such as a site plan, sign plan, or risk management plan (see [NCR Special Event Guidelines](#)). A meeting may be necessary to discuss the details and requirements associated with your proposed activity. We look forward to working with you. If you have any questions, please contact the Division of Permits Management by telephone at (202) 245-4715.

**I. WHERE TO APPLY:** Applications must be filed between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, except holidays, at Division of Permits Management National Capital Region, 900 Ohio Drive, SW., Washington, D.C. 20024.

**II. WHEN TO APPLY:** Permit applications for demonstrations (First Amendment activities) or special events must be received at least 48 hours in advance of the proposed activity. **The NPS processes fully executed applications on a first-come-first-serve basis.** Applications are accepted no earlier than 1 year in advance of the proposed demonstration or special event (including set up and take down). Note that an application seeking to waive the numerical limitations for demonstrations on the White House Sidewalk along Pennsylvania Avenue (over 750 persons) and in Lafayette Park (over 3,000 persons) must be received at least 10 days in advance of the proposed demonstration.

**III. APPLICATION FORMS:** If you need another copy of this application, please visit the park's website at <http://www.nps.gov/nama/planyourvisit/permits.htm><sup>1</sup> or call the number listed above. A fully executed application must be received at the Ohio Drive address within the time limits set out in the preceding section. **Please note that as a security precaution, our incoming mail undergoes a treatment process before being delivered, which at times may significantly delay its arrival. Therefore, we strongly suggest that you use Federal Express, courier, or hand-deliver your application to us. Otherwise, the application will be delayed being received and time and date stamped and you may lose timely consideration.**

**IV. DEFINITIONS:** While the definitions are fully detailed at 36 CFR 7.96(g)(1)(i) and (ii), the term **DEMONSTRATION** generally includes speechmaking, picketing, vigils, marching or religious services etc., and all other like forms of conduct that are reasonably likely to draw a crowd or onlookers. The term **SPECIAL EVENT** generally includes sports events, runs/races, parades, fairs, festivals, or any activity that is not a demonstration.

**V. LIMITED NO-PERMIT ALLOWANCE FOR SMALL-GROUP DEMONSTRATION:**

A demonstration involving 25 or fewer persons may be held without a permit, *provided* that other conditions required for the issuance of a permit are met, *and provided further* that the group is not merely an extension of another group already availing itself of the 25-person maximum or will not unreasonably interfere with other demonstrations or special events. Those taking advantage of the no-permit allowance are not allowed to erect temporary structures other than small lecterns or speakers' platforms; however, the use of portable signs or banners is not restricted. **Individuals and organizations are still encouraged to contact the Division of Permits Management in advance of a proposed activity to determine if the space is already under permit to another group.**

**VI. GENERAL EVENT GUIDELINES:** While the [Guidelines](#)<sup>2</sup> go into detail, please note:

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<sup>1</sup> Special Use Application Form 10-930 for weddings, picnics, non-tournament specials; and Special Use Application Forms 10-931 and 10-932 for filming and photography can also be obtained at <http://www.nps.gov/nama/planyourvisit/permits.htm>.

<sup>2</sup> FOR A COMPLETE COPY OF NCR SPECIAL EVENT GUIDELINES AND 36 CFR 7.96 VISIT <http://www.nps.gov/nama/planyourvisit/permits.htm>.

**APPLICATION PROCESSING COST:** A one-time, non-refundable application cost of **\$120.00 must** accompany all SPECIAL EVENT applications. Special event applications will not be processed without the application processing payment. Payment is accepted by credit card, check and money order. DEMONSTRATION (First Amendment) applications **are not subject** to the application processing cost. **No special event application will be processed unless processing cost remittance is provided with the application.** The application processing cost represents the average cost incurred by the park in receiving, processing, initially reviewing, and distributing of applications to help ensure the information supplied is sufficient to inform a decision. Processing costs will be reviewed each fiscal year.

**OTHER COSTS:** There also may be charges for other costs associated with your proposed activity, incurred by the National Park Service and the United States Park Police. These charges are to reimburse the National Park Service for services, resource damage caused by your activity, or personnel deemed necessary to support your activity. Depending on the size and scope of your proposed activity, a cost recovery deposit in the form of an irrevocable letter of credit, certified check, or money order, and/or documented liability insurance coverage may be required. Any costs will be discussed with the applicant, prior to issuing the permit.

Office of Management and Budget Circular A-25 establishes Federal policy regarding fees assessed for Government services. In accordance with this Circular, the NPS is taking steps to more fully recover and collect costs associated with special use and public gathering permits. This program was implemented on October 1, 2006, and while initially included costs for processing the application, it has been followed by the recovery of additional costs associated with administration, management and monitoring of permitted activities. Pursuant to longstanding practice, the NPS, National Capital Region, requires applicants to post a monetary cost recovery deposit prior to the activity to cover costs incurred when NPS employees are required to work for activity monitoring and for any needed site restoration following the activity. The deposit amount is dependent on the size and scope of the activity and will be discussed with the applicant before the permit is issued.

Applications are also reviewed by United States Park Police to determine if Park Police officers are required to be onsite for proposed activity. If your activity requires the service of Park Police, you will be contacted directly by them to coordinate the appropriate arrangements. Payment for Park Police services must be made seven (7) days in advance of your activity.

**SALES:** Pursuant to 36 CFR 7.96(k) only the following items are permitted to be sold on park property in conjunction with a special event or demonstration: books, bumper stickers, leaflets, pamphlets, buttons and newspapers.

**IN PERSON SOLICITATION:** Pursuant to 36 CFR 7.96(h), in-person soliciting or demanding of money or funds for donation on Federal parkland is prohibited, unless it occurs as part of a permit issued for a demonstration or special event. Persons permitted to solicit must not give false or misleading information regarding their purpose, affiliations, or as to whether any item is available without donation. Exacting a payment or requesting a donation in exchange for merchandise constitutes a sale and is not allowed unless it comports with the NPS sales regulations at 36 CFR 7.96 (k).

**FOOD:** Food is generally available through the Park Service concessionaire. Only ethnic foods that are preapproved by the National Park Service and that meet Public Health standards may be sold, but only if such foods are determined to be integral to the theme of the proposed activity. Commercially packaged or generic beverages may not be sold. Food service requires a separate 70-day application process, must be preapproved by the National Park Service, and must meet Public Health standards.

**Paperwork Reduction Act & Privacy Act Statement:** Regulations at 36 CFR 7.96 (g) give us the authority to require applicants to fill out this form to request permits for special events or demonstrations. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number. The information you provide is protected under the provisions of the Privacy Act and Freedom of Information Act. Additional disclosures of the information may be to the United States Park Police, the District of Columbia Metropolitan Police Department, and any other affected law enforcement agencies. Public reporting for this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 1849 C Street, NW. (2601), Washington, D.C. 20240.

**NATIONAL PARK SERVICE, NATIONAL CAPITAL REGION**  
**Application for a Permit to Conduct a Demonstration or Special Event in Park Areas**  
**and a Waiver of Numerical Limitations on Demonstrations for White House Sidewalk**  
**and/or Lafayette Park**

Date of Application \_\_\_\_\_

**SECTION I: Contact Information**

This is an application for a:       Demonstration       Special Event      *Definitions on Instruction Page*

Individual/Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone/Mobile \_\_\_\_\_ Fax \_\_\_\_\_ Website/Email \_\_\_\_\_

Person in charge of activity \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_ Mobile \_\_\_\_\_ Email \_\_\_\_\_

*One person must be listed as in charge of the activity. If different individuals are to be in charge of various activities at different locations, please list their names and contact information:*

\_\_\_\_\_  
 \_\_\_\_\_

**SECTION II: Lafayette Park and White House Sidewalk**

Is this an application for the use of the White House Sidewalk <sup>3</sup> or Lafayette Park?       Yes       No

*Please be aware that a waiver of the numerical limitations is required if an expected demonstration on the White House Sidewalk will include more than 750 participants or that a demonstration in Lafayette Park will include more than 3,000 participants.*

Is this an application for a waiver of the numerical limitations?       Yes       No

**SECTION III: Logistics**

<i>Set-up dates</i>		<i>AM/PM</i>	
Starting	Ending	From	To
<i>Activity dates</i>		<i>AM/PM</i>	
Starting	Ending	From	To
<i>Break-down dates</i>		<i>AM/PM</i>	
Starting	Ending	From	To
Please list ALL proposed locations (include assembly and dispersal areas):			
Estimated maximum number of participants for EACH PARK AREA TO BE USED (Including organizers, volunteers, participants and spectators):			
Purpose of activity:			

<sup>3</sup> The White House Sidewalk is the sidewalk between East and West Executive Avenues, on the south side Pennsylvania Avenue, N.W.

Plan for proposed activity (include all speakers, a complete time schedule of the activity, proposed routes for any marches or parades, plans for the orderly termination and dispersal of activity that might affect regular flow of city traffic, etc.):				
Please indicate any of these items that will be used during the proposed activity:	<input type="checkbox"/> Handheld Signs/Placards Quantity:	<input type="checkbox"/> Banner/Sign(s) Size: L W H	<input type="checkbox"/> Podium <input type="checkbox"/> Distribution of Literature	<input type="checkbox"/> Tent(s) Size(s): Quantity:
	<input type="checkbox"/> Chairs Quantity:	<input type="checkbox"/> Press Riser Size: L W H	<input type="checkbox"/> Lighting Equipment	<input type="checkbox"/> Portable Sound System
	<input type="checkbox"/> Tables Quantity:	<input type="checkbox"/> Stage(s) Size: L W H	<input type="checkbox"/> Camera Tripod Quantity:	<input type="checkbox"/> Generator(s) Quantity/Type:
<input type="checkbox"/> Jumbotrons Quantity/Size:	Estimated # of Buses:	<input type="checkbox"/> Portable Restrooms Quantity:	Turf Protective Cover(s) Type: Duration: Quantity:	
Please list all other equipment (include any necessary medical/trailers, ):				
Are you proposing to solicit donations: <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you proposing food or beverages service <sup>4</sup> : <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you proposing road closures or traffic management? If so list the roads and/or trails affected? <input type="checkbox"/> Yes <input type="checkbox"/> No		
How will the activity be advertised or publicized: <input type="checkbox"/> TV <input type="checkbox"/> Radio <input type="checkbox"/> Print <input type="checkbox"/> Flyers <input type="checkbox"/> Social media (twitter, Facebook, Tumbler etc.)		Do you propose to have commercial sponsors? If yes, how are sponsors recognized. <input type="checkbox"/> Yes <input type="checkbox"/> No		
If boxes, crates, coffins, or similar items will be used, state whether they are to be carried opened or closed, their proposed size, the materials constructed from, and their proposed contents and use:				
What are your cleanup and/or recycling plans?  How will cleanup members be identified?				

<sup>4</sup>Please note there is an additional Temporary Food Establishment Permit Application that must be received by NPS at least 70 days prior to proposed activity. Food service is subject to more stringent standards including being preapproved by the National Park Service and meeting Public Health standards. Only ethnic foods that are determined to be integral to the theme of the proposed event are permitted.

**SECTION IV: Activity Disruption**

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

If "yes," list each such individual, group or organization and contact information for each:

**SECTION V: Marshals<sup>5</sup> and or Volunteers**

Will applicant furnish marshals and/or volunteers? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Note: Marshals are required for all <u>waivers of numerical limitations</u> and for demonstration activities held simultaneously on White House Sidewalk and Lafayette Park.</i>	How many?
List the functions the marshals and/or volunteers are expected to perform:	
How will the marshals and/or volunteers be identified?	
Person(s) responsible for supervision of marshals and/or volunteers (for each location): <i>Name(s)                                      Locations(s)                                      Contact information during activity (address, phone)</i>	
What communications equipment will be provided to the marshals and/or volunteers? (Include the number of walkie-talkies, mobile phone tree, bullhorns, public address systems, flashlights, etc.)	
State specifically the plans for ingress and egress of the participants to and from all park areas including Lafayette Park. Please include proposed sites for loading and unloading of buses, automobiles or other forms of transportation that the participants are expected to use (supply chart or map if necessary)	

Typed/Printed name of person filing application \_\_\_\_\_

Position of person filing application \_\_\_\_\_ Email \_\_\_\_\_

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

Fax \_\_\_\_\_ Day phone \_\_\_\_\_ Mobile \_\_\_\_\_

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

**APPLICATION IS NOT VALID UNLESS SIGNED.**  
**ORIGINAL SIGNATURE REQUIRED**  
**Hand deliver or mail to: National Park Service, National Capital Region**  
**Permits Management, 900 Ohio Drive, S.W. Washington, DC 20024**  
**Open 8:00 am to 4:00 pm, Monday – Friday, Office 202-245-4715**  
**FAXED, EMAILED, AND XEROXED APPLICATIONS ARE NOT ACCEPTED**

<sup>5</sup> Marshals do not act as police. They help maintain order among participants and provide information to participants and non-participants. Marshals should have knowledge of the overall activity organization.