



## SUPPLEMENTAL INFORMATION FOR NPS FORM 10-941, “APPLICATION FOR A PERMIT TO CONDUCT A DEMONSTRATION OR SPECIAL EVENT IN PARK AREAS”



### NATIONAL MALL AND MEMORIAL PARKS

Division of Permits Management  
900 Ohio Drive, S.W.  
Washington, DC 20024  
Telephone: (202) 245-4715

## FREQUENTLY ASKED QUESTIONS (FAQs)

### **Do I have to have a permit to conduct a demonstration or special event?**

Yes, special events or demonstrations on parkland in the National Capital Area are governed by National Park Service (NPS) regulations found at [36 CFR 7.96](#).

### **How does the National Park Service define demonstrations and special events?**

While the definitions are fully detailed at [36 CFR 7.96\(g\)\(1\)\(i\) and \(ii\)](#), the following two terms are defined in these instructions:

*DEMONSTRATION* generally includes speechmaking, picketing, vigils, marching or religious services, etc., and all other like forms of conduct which is reasonably likely to draw a crowd or onlookers.

*SPECIAL EVENT* generally includes sports events, runs/races, parades, fairs, festivals, or any activity that is not a demonstration.

### **Which form should I fill out if I want to hold a demonstration or special event?**

NPS Form 10-941, “Application for a Permit to Conduct a Demonstration or Special Event in Park Areas”, available via the park’s website at [www.nps.gov/nama](http://www.nps.gov/nama)<sup>1</sup>, is used to request the use of the following areas governed by NPS regulations:

National Mall and Memorial Parks	Wolf Trap National Park for the Performing Arts
President’s Park	Prince William Forest Park,
Rock Creek Park	George Washington Memorial Parkway, and a
National Capital Parks-East	portion of Chesapeake and Ohio Canal
Manassas National Battlefield Park	National Historical Park from Georgetown to the
	Monocacy River Aqueduct.

### **How early may I submit an application for a demonstration or special event?**

Applications are accepted no earlier than one year in advance of the proposed demonstration or special event (including set up and take down).

### **What is the deadline to submit an application<sup>2</sup>?**

The NPS processes fully executed applications on a first-come, first-serve basis. The minimum submission time for applications is:

<u>Activity</u>	<u>Submission in Advance of Activity</u>
Permit applications for demonstrations (First Amendment activities)	At least 48 hours
Special events	At least 48 hours

Waiver of numerical limitations for demonstrations at:	
White House Sidewalk along Pennsylvania Avenue (over 750 persons)	Submitted 10 days in advance of demonstration
Lafayette Park (over 3,000 persons)	Submitted 10 days in advance of demonstration

<sup>1</sup> Special Use Application Form 10-930 for weddings, picnics, non-tournament sporting activities; and Special Use Application Forms 10-931 and 10-932 for filming and photography can also be obtained at [www.nps.gov/nama](http://www.nps.gov/nama) Page i of iii

<sup>2</sup> Activities requiring structures 900 square feet or larger are encouraged to submit the application at least 20 days in advance to comply with NCA Fire Life Safety Requirement for Outdoor Events and Tent Use document review process.

### ***How long does it take to obtain a permit?***

Individuals and organizations are 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.

Upon receipt of your fully executed application, we will time and date stamp it as it is received. You will receive an acknowledgement your application was received and your assigned permit specialist at least three days after receipt of application or call 202-245-4715 for an update. The processing time from application to issuance of a permit varies depending on the scale of the activity. It can take anywhere from a couple of days for simple activities to a few months for more complex events. A meeting may be necessary to discuss the details associated with your proposed activity.

### ***Does the National Park Service make any special allowances for small groups who wish to demonstrate?***

Demonstrations involving 25 persons or fewer do NOT require a permit, provided other conditions required for the issuance of a permit are met:

- The group may NOT merely be an extension of another group already availing itself of the 25-person maximum.
- The demonstration may NOT unreasonably interfere with other demonstrations or special events, and
- The group may NOT erect temporary structures (other than small lecterns or speakers' platforms).
- However, the use of portable signs or banners is NOT restricted as long as they are handheld.

### ***Is the solicitation of money or funds for donation allowed on park property?***

Pursuant to 36 CFR 7.96(h) the 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 or affiliations or give false or misleading information 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 regulation found at 36 CFR 7.96(k).

### ***What types of items can be sold on park property in conjunction with a special event or first amendment demonstration?***

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.

### ***May foods be provided or sold during a special event or first amendment demonstration?***

Temporary food and beverage services are available for events through the National Park Service concessioner. Permittee must work directly with the park concessions specialist and National Capital Area concessioner to facilitate the sale of food and beverages at a permitted event, including ethnic cultural food festivals. Commercially packaged food or beverages may not be sold directly by the permittee. However, permittee may provide free of charge commercially prepackaged food and beverages. Please note food service requires a separate 70-day application process and must meet Public Health standards.

### ***Is it allowable to display and/or sell artwork during a special event or First Amendment demonstration?***

As part of a permitted event, ethnic arts and crafts may be displayed but may not be sold. If your event includes such a display or exhibit, an artisan should be actually onsite to demonstrate the production of the particular art or craft as part of your activity.

### ***Does the National Park Service offer guidelines to review for special events or First Amendment demonstrations?***

Yes. While the National Capital Area's "[Event Planning Guide](#)"<sup>3</sup> goes into more detail, please note the following regarding costs associated with demonstration or special event applications:

#### **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, or money order.
- FIRST AMENDMENT applications are NOT subject to the application processing cost.

No special event application will be processed unless processing cost remittance has been provided with the application. The application processing cost represents the average cost incurred by the park in receiving, processing, initially reviewing, and

<sup>3</sup> For a complete copy of National Capital Area's Event Planning Guide and 36 CFR 7.96, visit <https://www.nps.gov/nama/planyourvisit/permitsandreservations.htm>

distributing of applications to help ensure the information supplied is sufficient to inform a decision. Processing costs shall 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.

**United States Park Police Requirements:**

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

***Are there special cost recovery requirements associated with demonstration or special event applications?***

**Cost Recovery Associated with Special Use and Public Gathering Permits:**

- Government Accountability Office Report 5-410 requires agencies to more fully recover and collect costs associated with special use and public gathering permits
- Cost recovery program was implemented on October 1, 2006
- Initially included application processing costs, but now includes the recovery of additional costs associated with administration, management and monitoring of permitted activities

**Monetary Cost Recovery Deposit:**

Pursuant to long-standing practice, the NPS, National Capital Area, requires applicants to:

- Post a monetary cost recovery deposit prior to the event to cover costs incurred when NPS employees are required to work for event monitoring and for any needed site restoration following the event.
- The deposit amount is dependent on the size and scope of the event and will be discussed with the applicant before the permit is issued.

***Where should I send my application?***

Applications must be filed from 8:00 a.m. to 4:00 p.m., Monday through Friday (holidays excepted) at:

Division of Permits Management  
National Capital Area  
900 Ohio Drive, S.W.,  
Washington, D.C. 20024

***If I have additional questions, where should I call?***

If you are unable to find the answer to your questions using these FAQs, at [www.nps.gov/nama](http://www.nps.gov/nama) or in the "National Mall and Memorial Parks Event Planning Guide," you may contact the Division of Permits Management for the National Capital Area of the National Park Service by calling (202) 245-4715 or by email [NAMA\\_Permits@nps.gov](mailto:NAMA_Permits@nps.gov). The office is open from 8:00 a.m. to 4:00 p.m., Monday through Friday (holidays excepted).

***Are there any special considerations I should be aware of when I mail my application to the National Park Service?***

*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, time and date stamped and you may lose timely consideration.*





## APPLICATION FOR A PERMIT TO CONDUCT A DEMONSTRATION OR SPECIAL EVENT IN PARK AREAS

### NATIONAL MALL AND MEMORIAL PARKS

Division of Permits Management  
1100 Ohio Drive, S.W.  
Washington, DC 20042  
Telephone: (202) 245-4715

<b>Date of Application:</b>	
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**SECTION 1: Contact Information**

This is an application for a:

Demonstration    Special Event   *Definitions on 10-941S, Supplemental Instructions*

Individual/Organization(Org.)	Telephone Number	Cell Phone	Fax Number
Email Address	Website		
Street Address	City	State	Zip Code   Country
Person in Charge of Event <input type="checkbox"/> Same as above	Telephone Number	Cell Phone Number	
Email Address	Event Name		
Street Address	City	State	Zip Code   Country

*At least 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 (add a supplemental sheet if more than two):*

Name	Telephone Number	Email Address	Org./Role of Responsibility
Name	Telephone Number	Email Address	Org./Role of Responsibility

**SECTION 2: Lafayette Park and White House Sidewalk**

Is this an application for the use of the White House Sidewalk<sup>4</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 3: Event Logistics**

	Set-Up Begins	Activity Begins	Activity Ends	Break-down Completed
Primary Date	Date: Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Date: Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Date: Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Date: Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Alternate Date	Date: Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Date: Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Date: Time: <input type="checkbox"/> AM <input type="checkbox"/> PM	Date: Time: <input type="checkbox"/> AM <input type="checkbox"/> PM
Will this event occur daily between your selected dates? If "Yes", please specify each day the activity will occur. <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday			Number of occurrences <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Daily

Please list ALL proposed locations (include assembly race/walk/march routes and dispersal areas):

<sup>4</sup> The White House Sidewalk is the sidewalk between East and West Executive Avenues, on the south side Pennsylvania Avenue, N.W.   Page 1 of 6

Estimated maximum number of participants for EACH PARK AREA TO BE USED (Including organizers, volunteers, participants and spectators):

Plan for proposed activity (include all speakers, a complete time schedule of the activity, proposed routes for any marches, walks, races or parades, plans for the orderly termination and dispersal of activity which might affect regular flow of city traffic, etc.):

Purpose of event:

Please indicate any of these items that will be used during the proposed activity: (add supplemental sheet if necessary):	<input type="checkbox"/> Handheld Signs/ Placards Quantity:	<input type="checkbox"/> Chairs Quantity:	<input type="checkbox"/> Tables Size: Quantity:	<input type="checkbox"/> Tents Size: Quantity:
	<input type="checkbox"/> Portable Restrooms Quantity:	<input type="checkbox"/> Camera Tripod Quantity:	<input type="checkbox"/> Jumbotrons Size: Quantity:	<input type="checkbox"/> Generators Quantity: Type:
	<input type="checkbox"/> Banner/Sign(s) Quantity: Size: Length: Height:	<input type="checkbox"/> Press Riser Quantity: Size: Length: Width: Height:	<input type="checkbox"/> Stages Quantity: Size: Length: Width: Height:	<input type="checkbox"/> Turf Protection Cover(s) Type: Size: Length: Width: Height:
	<input type="checkbox"/> Podium <input type="checkbox"/> Distribution of Literature	<input type="checkbox"/> Lighting Equipment <input type="checkbox"/> Portable Sound System <input type="checkbox"/> Battery Powered <input type="checkbox"/> Gas Powered	<input type="checkbox"/> Estimated # of Buses: <input type="checkbox"/> Parking location: <input type="checkbox"/> Pickup and drop off location (s):	

Please list all other logistical or support equipment (include any necessary medical/trailers, cranes, forklifts , golf cats ):

Are you proposing to solicit donations: <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you proposing food or beverages service <sup>5</sup> : <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you planning to conduct a sales? <sup>6</sup> <input type="checkbox"/> Yes <input type="checkbox"/> No
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Are you proposing road closures or traffic management? If so, list and/or provide a map of the roads and/or trails affected?  
 Yes  No

How will the event be advertised or publicized: <input type="checkbox"/> TV <input type="checkbox"/> Print <input type="checkbox"/> Flyers <input type="checkbox"/> Radio <input type="checkbox"/> Website <input type="checkbox"/> Email/Listserv <input type="checkbox"/> Social media (Twitter, Facebook, Tumblr, etc.)	Do you propose to have commercial sponsors? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how are sponsors recognized.
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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:

<sup>5</sup> Please note there is an additional Temporary Food Establishment Permit Application that must be completed at least 70 days prior to proposed event. Food service is subject to more stringent standards including being preapproved by the National Park Service and meeting Public Health standards. Applicant must comply with NPS NCA Concession Contract regarding food and beverage services at an activity.

<sup>6</sup> The only permitted items for sale on parkland are books, newspapers, leaflets, pamphlets, buttons and bumper stickers.

What are your cleanup and/or recycling plans?	How will cleanup members be identified?
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**SECTION 4: 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:

Are you planning to conduct civil disobedience?  Yes  No

**SECTION 5: Marshals<sup>7</sup> and Volunteers**

Will applicant furnish marshals and/or volunteers?  Yes  No

How Many

*Note: Marshals are required for all waivers of numerical limitations and for demonstration activities held simultaneously on White House Sidewalk and Lafayette Park.*

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). Please provide contact information during event.

Name(s)	Location(s)	Mobile number	Email Address

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 which the participants are expected to use (supply chart or map if necessary).

**You are encouraged to attach additional pages with information useful in evaluating your permit request including:** staging, sound systems, parking plan, race/walk/march route maps, security plans, sanitary facilities, crowd management plan, emergency medical plan, site clean up plans, etc.

<sup>7</sup> Marshals do not act as police, they help maintain order among participants, provide information to participants and non-participants. Marshals should have knowledge of the overall event organization.







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DEMONSTRATION OR SPECIAL EVENT IN PARK AREAS**



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1100 Ohio Drive, S.W.  
Washington, DC 20042  
Telephone: (202) 245-4715

<b>SECTION 6: Permit Applicant Information</b> (information for person completing application)				
Name	Telephone Number	Cell Phone Number	Fax Number	
Position	Email Address			
Street Address	City	State	Zip Code	Country
Signature of Applicant		Date		

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

**APPLICATION IS NOT VALID UNLESS SIGNED**

Fax and email submissions are not accepted.

Hand deliver or mail completed application to:

National Park Service  
National Capital Area  
Permits Management Division  
900 Ohio Drive, S.W., Washington, DC 20024  
Office Phone: (202) 245-4715

Open 8:00 am to 4:00 pm, Monday – Friday

## NOTICES

**NOTE:** This is an application only and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee in the form of a credit card payment, cashier's check, money order or personal check made payable to the **National Park Service and mail** to National Mall and Memorial Parks, Attn: Permits Management Division at the park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

### Customers Making Payment by Personal Check

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

### Privacy Act Statement

**Authority:** 54 U.S.C. §100101, National Park Service Organic Act; 16 U.S.C. 3, Rules and regulations of national parks, reservations, and monuments; timber; leases, 16 U.S.C. 3a, Recovery of costs associated with special use permits; and 16 U.S.C. 460i-6d, Commercial Filming.

**Purpose:** The purposes of the system are (1) to provide a park superintendent with information to approve or deny requests for activities that provide a benefit to an individual, group or organization, rather than the public at large; and (2) to assist park staff to manage the activity to ensure that the permitted activity does not interfere with the enjoyment of the park by visitors and that the natural and cultural resources of the park are protected.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Voluntary, however, failure to provide the requested information may impede individual from obtaining a permit from the National Park Service.

**Information Regarding Disclosure of Your Social Security Number Under Public Law 93-579 Section 7(b):** Your Social Security Number (SSN) is needed to identify records unique to you. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service. Failure to disclose your SSN may prevent or delay the processing of your application. The authority for soliciting your SSN is 31 U.S.C. 7701. The information gathered through the use of the SSN will be used only as necessary for processing this application and collecting and reporting any delinquent financial obligations. Use of the social security number will be carried out in accordance with established regulations and published notices of system of records.

### Paperwork Reduction Act Statement

We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) and 36 CFR 7.96 (g) to provide the National Park Service with the required information necessary to decide whether or not to grant permission to conduct special events or demonstrations. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection unless it displays a currently valid OMB control number. This collection has been assigned Control No. 1024-0021.

### Estimated Burden Statement

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. Direct comments regarding this burden estimate, or any aspects of this form or instructions, to the Information Collection Clearance Officer, National Park Service, 1201 Oakridge Drive Fort Collins, CO 80525. Please do not send your application to this address.

**Credit Card Authorization**

All credit card information is protected under the Privacy Act of 1974

<b>Applicant Name</b>		<b>Cardholder Name (as it appears on card)</b> <input type="checkbox"/> Same as "Applicant"		
<b>Company Name (if applicable)</b>		<b>Telephone Number</b>	<b>Cell Phone Number</b>	
<b>Email Address</b>		<b>Federal Taxpayer Identification or Social Security Number</b>		
<b>Credit Card Billing Address</b>				
<b>City</b>			<b>State</b>	<b>Zip Code</b>
<b>Country</b>				
<b>Amount to be Billed to Card</b>				
Application Cost \$	Location Fee \$	Cost Recovery \$	<b>Total \$</b>	
Type of Credit Card <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa		Credit Card Number	Exp. Date	Security Code
I hereby authorize my card to be charged the amount indicated above in connection with the issuance of the requested Special Use Permit:				
Cardholder Authorized Signature			Date	

**INTERNAL AGENCY USE ONLY**

<b>Project Number/BILL</b>	<b>Date Processed</b>
<b>Permit Number</b>	<b>Prepared By</b>
<b>Organization Name</b>	