



Conducting an Event on United States Capitol Grounds

(Revised 06/19/09)

Application to engage in a demonstration or other organized activity on U.S. Capitol Grounds may be made in person to the U.S. Capitol Police (USCP) Special Events Unit between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday, at 119 D Street, N.E., Room 102, Washington D.C. 20510. Applications may also be submitted by fax to (202) 228-2429 or by mail to the above address. However, mail to the U.S. Capitol may be delayed up to two (2) weeks. The USCP Coordinators, Special Events Unit, may be contacted for consultation during the business hours listed above at (202) 224-8891.

In order to ensure the safety and convenience of all people in the exercise of their First Amendment right to free expression and to visit the U.S. Capitol, and to ensure the orderly conduct of Congressional business, the following conditions apply to U.S. Capitol Police Board Permitted Demonstration Activities conducted on U.S. Capitol Grounds. Demonstration activity is prohibited and will not be permitted inside any Capitol Buildings.

Timeliness of Application: Applications must be submitted at least one hundred twenty (120) hours, or five (5) days, in advance of the activity to guarantee processing. Applications will be accepted up to one (1) year in advance. Additionally, demonstration applications must satisfy all requirements stated herein before processing can be completed; therefore it is imperative that the spokesperson responds promptly to all queries from the Special Events Coordinator.

Number of Participants: Public safety, primarily based on the amount of space available in the chosen area, will dictate the maximum number of participants allowed in the event. Groups of fewer than twenty (20) persons do not require a permit, however, they are encouraged to notify USCP in advance of the demonstration activity so that available space can be fairly and appropriately allocated. An approved permit will give you or your group priority over a subsequent application by another person or group, or a group demonstrating without a permit.

Duration of Activity: No permitted activity may exceed twenty-four (24) consecutive hours, or seven (7) consecutive days, including time for set-up and clean-up. When completing the application, spokespersons should include set-up and clean-up time in the time requested.

Signs, Banners and Placards: Signs, banners, and placards are permitted as a part of a permitted activity. All supports for these items must not exceed three quarters ($\frac{3}{4}$) of an inch at their largest point, have dull ends, and made entirely of wood. There can be no nails, screws, or bolt-type fastening devices protruding from the wooden supports. These items may not be used to offer any item for sale, to solicit contributions or contain any form of advertising. Any display of signs, banners, placards, and related items is strictly prohibited inside all Capitol Buildings.

Props and Equipment: Props, equipment and other movable facilities, including but not limited to stages, risers, chairs, tables, and sound equipment, that are reasonably necessary for and integral to the demonstration activity shall be permitted provided that prior notice is given on the application and the size, location and structure of the items conforms to the reasonable conditions, limitations and restrictions provided for by the Capitol Police Board. Stages, risers, and platforms will not be greater than two (2) feet in height. Props and equipment may not exceed fifteen (15) feet in height.

Shelters: Setting up, placement or storage of camping equipment, tents, sleeping bags, bedrolls, bedding or a shelter of any kind is prohibited at all times.

Sound Amplification Equipment: Sound amplification is permitted. However, the sound must be controlled so that it does not disrupt the orderly business of the Congress or unreasonably disturb nonparticipating persons in the exercise of their rights or use of the Capitol Grounds. All sound equipment must be furnished by the applicant and positioned so as to face away from all Capitol Buildings. Electrical power for sound equipment is available in the West Front, Grassy Area and the Upper Senate Park. (See diagram attached to application)

Distribution of Literature: Literature may be distributed to interested persons, at no charge, as a part of a permitted activity. Distribution of literature is prohibited inside all Capitol Buildings.

Condition of Grounds: Immediately upon the scheduled conclusion of a permitted activity, all props, equipment and facilities must be removed from Capitol Grounds, and the spokesperson shall take such action as may be necessary so as to leave the space utilized by the activity in the same condition which existed immediately prior to the commencement of the activity. It is prohibited at any time to climb, remove or in any way injure any statue, seat, wall, fountain, light poles, elevator towers, or other erection or architectural feature, or any tree, shrub or landscaping feature within the Capitol Grounds. No person may stand or otherwise enter upon any of the Capitol Visitor Center skylights, fountains, planters, walls, surface level air grates and generators.

Marches: Marches are permitted to pass through Capitol Grounds provided the march does not disrupt the orderly business of Congress, or impede the equal access by others to Capitol Buildings. Generally, marchers will be required to remain on sidewalks and obey all traffic signals and signs.

Solicitation: It is prohibited at all times to offer any item for sale, or solicit fares, alms, or contributions or display any form of advertising on Capitol Grounds.

Official Functions of the Congress: In the event an official function of Congress is scheduled that conflicts with an event for which a permit has been issued, participants must clear the involved area prior to the official function, and may return after the function has concluded or departed Capitol Grounds.

Filming and Photography: The use of camera equipment to film or photograph on Capitol Grounds is permitted, provided the photographs or film are for private or other non-commercial use. Non-commercial documentary or historical filming is permitted on a case-by-case basis. The use of tripods or other film or photography enhancement equipment requires special permission, and is limited to grassy areas where pedestrian or vehicular traffic will not be impeded.

Foot Races: Foot races are permitted to pass through Capitol Grounds. Foot races must be conducted so as not to impede passage through the North or South Barricades on the East Front of Capitol Square and routes of travel must conform to the reasonable conditions, limitations, and restrictions set by the Capitol Police Board. The solicitation, collection, or transfer of monies including but not limited to registration fees, as well as the display or use of commercial logos or related advertising or signage, is prohibited at all times on Capitol Grounds.

Musical Performances: Musical performances are permitted in the Upper Senate Park. On weekends, musical performances are also allowed on the West Front.

Sleeping or Lying Down: Sleeping or lying down is prohibited at all times on any paved or improved area including, but not limited to, streets, roads, sidewalks, steps, curbs, gutters, doorways, alcoves, and walls. Sleeping or lying down is prohibited on any unimproved (grassy) area of the Capitol Grounds from one-half (½) hour after sunset to one-half (½) hour before sunrise.

Parking: There is no parking available for private automobiles, buses, or other vehicles on Capitol Grounds. Buses may utilize Garfield Circle, at the intersection of First Street and Maryland Avenue, S.W., and Union Station, at 50 Massachusetts Avenue, N.E., to drop off passengers.

Prohibited Items: The following items are prohibited at all times on Capitol Grounds: any firearm, explosive, club, missile, chemical or other incendiary device or other weapon. It is also prohibited to use or display any open flame including, but not limited to, ignited candles, torches, lanterns, or lamps. Flashlights and other battery-powered lights are permitted.

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UNITED STATES CAPITOL POLICE BOARD

SEU#

119 D Street, N.E.
Washington, D.C. 20510

**Application for Permit Under Article XIX Of The Traffic
And Motor Vehicle Regulations for United States Capitol Grounds**

1. Sponsoring Person and/or Organization:

2. Date of Application:

3. Address:

4. Telephone: Business

5. Mobile:

6. FAX:

7. Date(s) of Event:

8. Day(s) of Week:

9. Start Time (including set-up):

10. End Time (including clean-up):

11. Total Duration:

12a. Nature of Event (Check appropriate box best describing the nature of your activity):

 Demonstration (Rally, Vigil, etc.) Filming/Photography Musical Performance March Foot Race Other (Describe below)

b. Describe all activity in detail:

13. Specific area of U.S. Capitol Grounds requested to be utilized: (i.e., West Front Grassy Area, Upper Senate Park, Taft Memorial Park, etc.)

14. Props and Equipment — All props and equipment must be furnished by sponsoring person or organization. Please be specific; include quantities and dimensions of all items.

 Handheld Signs, Placards
Quantity: Banner(s)
Size: L W H Podium Distribution of Literature Chairs
Quantity: Press Riser
Size: L W H Lighting Equipment Portable Sound System Tables
Quantity: Stage(s)
Size: L W H Camera Tripod Other:15. Will electrical power be required? Yes No (Available only at the West Front Grassy Area and the Upper Senate Park)

16. Estimated # of participants:

17. Estimated # of buses: (No parking available on Capitol Grounds)

18. Will Marshals be utilized? Yes No

How many?

How identified?

19. On-site contact:

Mobile #:

20. Does information exist that a person(s) may wish to disrupt your activity? Yes No

If yes, please explain:

21. I, _____, have read and acknowledge the U.S. Capitol Police Board Demonstration Guidelines.

APPLICANT'S NAME (Print)

APPLICANT'S SIGNATURE_____
DATE**Not Valid Until Signed**

FOR MORE EXPEDITIOUS PROCESSING, PLEASE RETURN APPLICATION VIA:

FAX: (202) 228-2429

or

Hand deliver to: U.S. Capitol Police, Special Events Unit, 119 D St., N.E., Room #102

Open 7:00 a.m. to 6:00 p.m., Monday through Friday, office: (202) 224-8891