

## Permit Conditions, Policies and Procedures

The following summarizes many of the Federal and District laws and regulations, as well as the rules, policies and conditions adopted by the D.C. Department of Parks and Recreation ("DPR"), governing the permitted activities at DPR facilities and parks (collectively, the "Permit Conditions").

Failure to adhere to any of the Permit Conditions shall be grounds for denial and/or cancellation of a permit and in some cases may constitute a violation of law, subject to penalty. By applying for a permit through DPR, the applicant, on behalf of itself, and, if applicable, its employees, contractors, representatives, participants, vendors, agents, volunteers, guests and exhibitors (collectively, the "applicant's representatives"), agrees to comply with and strictly adhere to the Permit Conditions (and to ensure that the applicant's representatives understand and adhere to the Permit Conditions) and to otherwise comply with all applicable laws and regulations governing activities at DPR facilities and parks. This includes, but is not limited to, Chapter 14 of Title 2 of the D.C. Official Code, which is entitled "Human Rights" which prohibits a DPR permittee from discrimination for any reason other than that of individual merit, including, but not limited to, discrimination by reason of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, and place of residence or business.

In some cases (e.g., if food will be served at an event; if the event will be co-located at a DPR site and a site under the jurisdiction of another agency; if an event expects to attract large crowds or street closures may be necessary; etc.), it may be necessary for the applicant to obtain additional permits and/or licenses from another District agency, such as the Department of Health, the District Consumer Regulatory Authority, the Department of General Services, Metropolitan Police Department, Homeland Security and Emergency Management Agency, Fire and Emergency Medical Services, etc. It is the applicant's responsibility to contact any such agency and determine whether such additional permit or license is required. Applicant must submit copies of all such additional required permits or licenses to DPR prior to DPR issuing its permit.

If the applicant is a corporation, organization or other group, the individual completing and signing the permit application must be a legally authorized agent of such corporation, organization, or group.

### **GENERAL**

The following Permit Conditions apply to all permits:

#### **ADVERTISING AND MARKETING**

- ALL costs incurred promoting and marketing the event prior to or after the issuance of an approved permit shall be borne solely by the applicant and DPR shall not be responsible for any costs or expenses incurred by the applicant or applicant's representatives, including in the event of a denial or cancellation of a permit.
- Generally, advertising and signage recognizing or supporting specific individuals, products, services, and/or entities is prohibited on DPR property.
- Applicant is responsible for contacting DPR at the time of submitting the permit application to discuss any issues regarding advertising, sponsorship and/or signage.

### AMENITIES

- DPR does NOT provide amenities such as portable toilets, tents, canopies, fencing or other equipment. For a fee, DPR can provide other equipment items. See the [Equipment Rental fee schedule](#) on DPR's website for a listing of items available for rent.
- Applicant is responsible for all set-up, clean-up and tear-down of all equipment required for event.
- Amenities and event features are provided at the sole expense and risk of the Applicant. Applicant may be required to provide insurance for the event, including, but not limited to, general liability insurance, in amounts required by DPR and naming DPR and the District of Columbia as additional insureds.
- Costs incurred in acquiring necessary permits, certifications, plans, insurance and all other documentation, as required by DPR, District of Columbia and the United States of America, are at the sole expense and risk of the Applicant.

### ASSIGNMENT

- Permit Applications and Permits are non-transferable and may not be assigned.
- Permits cannot be sold or resold.
- Any violation of this provision may result in revocation of all permits issued to applicant.

### BANNERS AND SIGNAGE

- Fastening or attaching any rope, sign, banner, flier or other object to any tree, shrub or park feature on DPR property is strictly prohibited.
- DPR reserves the right to approve or disapprove any sign prior to installation.
- Any unapproved signage may be removed without notice at applicant's sole cost.

### CANCELLATIONS AND REFUNDS

- All cancellation requests MUST be submitted in writing (email, fax, or letter) to the DPR permit office.
- Cancellations received 30 days or more prior to the event date will receive a refund of the entire deposit, if applicable, and a refund of 74% of the permit fee.
- Cancellations made less than 30 days prior to the event start date will receive a refund of the entire deposit ONLY, but no refund of the permit fee.

### EVENTS

- All events, regardless of type, at parks, fields or picnic groves require a permit from DPR or the National Park Service, depending on the site jurisdiction. Applicant should check with DPR to determine the jurisdiction of the event site.

### EVENT HOURS

- Event times are restricted to the posted operating hours of the applicable facility and/or park site, unless otherwise specified in the permit. DPR decisions regarding event times are final.
- IN THE EVENT OF AN EMERGENCY DURING AN EVENT, CALL 911.
- In case of a non-life threatening emergency, please contact DPR Park Rangers at (202) 441-2605.
- Permit holders must adhere to the event start and end times set forth on the permit document. Failure to comply with this requirement may result in the revocation of the permit and future permits.

- DPR reserves the right to revoke a permit if the field or court is reserved but not used.
- If access to a facility is necessary for set-up or tear-down either before or after public hours, the applicant may be charged a fee to cover all costs associated with the request.

#### FIELDS RULES

- Annually fields will be closed to the public, for maintenance purposes, from Mid-November through Mid-March of the next year.
- Only groups with permits are allowed exclusive use of ball fields.
- Boisterous conduct, vulgar and profane language is prohibited.
- Fields should not be used within 24 hours of significant rainfall. Permit holders should sign up to receive DPR Alerts for information on field closures.
- DPR reserves the right to require league sports teams to obtain liability insurance, in types and amount required by the District of Columbia and naming the District of Columbia and DPR as additional insureds.

#### GRILLING/FOOD

- Charcoal grilling is the only type of grilling allowed and only pursuant to applicable law and regulation and in areas designated by DPR. Gas and propane tanks are strictly prohibited.
- Absolutely NO grilling of any kind is allowed on athletic fields or playgrounds.
- No person shall kindle, build, maintain or use a fire in any place, portable receptacle or grill except in places provided and/or authorized by DPR.
- In NO event shall open or ground camp fires be allowed on any DPR property.
- If your event requires grills to prepare/cook food, you MUST indicate and receive approval for grilling as part of your permit application.
- If fire is kindled and contained in a portable receptacle grill, it must be continuously under the care and direction of a competent person over 18 years of age, from the time it is kindled until it is extinguished.
- No such fires shall be within 10 feet of any building, tree or underbrush or beneath the branches of trees.
- Disposing of coals on grass, at the base of a tree or at any other location is strictly prohibited.
- Fires may be prohibited by DPR during the dry season (specified by DPR representatives).
- Fire or grilling of any kind may be prohibited by FEMS.
- DPR reserves the right to require the applicant to obtain a permit or license from FEMS, the District Department of Health, the District Department of Consumer and Regulatory Affairs, or any other applicable District agency in the event that applicant plans to grill and/or provide food of any type at the planned event.

#### INCLEMENT WEATHER

- DPR reserves the right to cancel or suspend outdoor facility and field use, including uses subject to an issued permit, for games, practices and other uses, whenever DPR determines in DPR's sole discretion that field conditions might result in damage to the fields or injury to players.

- Permits may also be cancelled when the health or safety of participants is threatened due to existing or predicted conditions, including but not limited to heavy rains, thunderstorms, and air quality alerts or equipment failure (e.g., lighting failure, etc.).
- It is the field user's responsibility to visit the DPR homepage at [dpr.dc.gov](http://dpr.dc.gov) and sign up to receive DPR Alerts to email or text for field closures. Closed fields may not be used.
- DPR Park Rangers and/or the Metropolitan Police Department enforce field closure notices, and if groups are found using closed fields, the permit holder may be charged for the cost to repair the field and may incur other penalties. Additionally, if DPR determines that a permit holder has violated the field closure notice, applicant's permit may be revoked and that organization's or group's ability to acquire future permits shall be under review.
- Should an event not take place due to inclement weather conditions or unforeseen act, a credit will be issued in the form of one rain date during the current permitting period of the calendar year ONLY. Applicant is required to contact DPR within 7 days of the rainout to schedule the make-up date.
- For Athletics events, if a make-up date cannot be scheduled a refund will be given at the end of the season.
- The rain date will be dependent on space availability or an alternate available comparable location may be negotiated. NO REFUNDS will be given if a permit is cancelled or reschedule for another date.

#### INFLATABLES

- If the event shall include the use of any inflatable or other play amenity, such as a moon bounce or similar attraction, the permit applicant must include a description of the item, including its specifications, in the permit application.
- At NO time shall the amenity be left unattended.
- Inflatable devices are provided at the sole risk and liability of the applicant.
- Applicant MUST provide its own power source for all inflatables used during an event.
- DPR does not allow inflatable inside its facilities.
- Moon Bounces are allowed at some parks, provided that the applicant complies with the District's and DPR insurance requirements. In most events, applicant will be required to obtain an occurrence based general liability policy in the amount of one million dollars (\$1,000,000) and naming the District of Columbia and DPR as additional insured. Insurance requirements are subject to change and at any time. Applicant should contact DPR as early as possible to determine the type of insurance that will be required for the planned permit use.
- Any request for approval of a moon bounce or other play amenity must be made at the time of the original permit request.
- Failure of applicant to receive written approval of the use of the amenity and/or failure to provide DPR with sufficient proof of insurance (which at a minimum needs to be via a certificate of insurance on the Accord form) in advance of the event may result in cancellation of the permit or denial of request.

#### KITCHENS

- Kitchen use is not included in any permit. Kitchen use is for site staff and site events ONLY.

**PAYMENT**

- DPR does not accept cash.
- Once an invoice for payment is issued, it must be paid by the due date noted on the invoice. In many cases payment will need to be made in advance of reserving space. Typically, permit fees for events must be paid at least 30 days prior to the date of the event.
- Failure to submit payment and requested documentation prior to invoice deadlines may result in denial of a permit application request.
- Payments may be made by cashier's check, money order, personal check, company check, Visa, Master Card and Discover.
- Checks must be made payable to: DC Treasurer.

**POOL RULES**

- All permittees must have a hard copy of their permit to present to the pool manager upon arrival.
- Groups with small children should arrive in their swim attire and ready to shower before entering the pool.
- Rental of a multipurpose room or of the space in a recreation center does not entitle the permit holder to enter a pool. Normal pool fees, rules and regulations apply.
- For request of pool lanes and facility rental:

Child Age Group	Adult to Child Ratio Required
6 years and under	1:3 (one adult for every three kids)
7 years – 12 years	1:6 (one adult for every six kids)
- Children age 6 and under must have a responsible person in the water and within arm's reach at all times.

**PROHIBITED ACTIVITIES**

- No bonfires or open flame.
- No parking and/or driving on grass, athletic fields, recreation courts, play areas, service roads and pathways. Violation may result in citation or other penalty.
- It is not permitted for anyone to use DPR property, including designated parking area, for the purpose of performing non-emergency automotive work, including but not limited to, vehicle maintenance, repairs or cleaning.
- Consumption of alcohol, gambling, the possession or use of illegal substances, and the possession or use of explosives, firecrackers, or firearms (or weapons of any type), on DPR or District of Columbia property are all prohibited.
- Smoking is prohibited in DPR facilities and playgrounds.
- No golfing on DPR property.
- It is a violation to engage in disorderly behavior on DPR property. The applicant is responsible for the conduct of anyone in attendance at the permitted event and will be liable for damages to persons or property arising from such conduct.
- No camping or overnight use of any DPR facility or park is allowed.

**DOGS**

- Pursuant to District law, no person owning, keeping or having custody of a dog in the District shall permit the dog to be on any public space in the District (with the exception of an official District dog

park), unless the dog is firmly secured by a substantial leash. The leash shall be held by a person capable of managing the dog.

- No dogs are permitted, with the exception of registered service dogs, on natural turf or synthetic turf fields, athletic courts, pools and pool areas, or playground areas.
- Off-leash dogs are only permitted in DPR's designated dog park facilities and pursuant to applicable District laws and regulations.

#### NO CAMPAIGN ACTIVITIES

- No use of DPR property for campaign events of any type. No District resources, including, but not limited to DPR facilities and parks, shall be used to support or oppose any candidate for elected office, whether partisan or nonpartisan, or to support or oppose any initiative, referendum, or recall measure, including a charter amendment referendum.
- On occasion, a DPR site may be used as an election site. Park users should contact the District's Board of Election and Ethics to understand the rules regarding the placement of campaign signs near election sites.

#### NO VENDING/COMMERCIAL USES without A FEE-BASED USE PERMIT

- Vending, commercial uses, activities generating private profit and money raising of any kind are all strictly prohibited on DPR property without express written consent from DPR, except and to the extent expressly allowed by law and approved by the applicable governmental authority. Any such authorized activity shall be strictly subject to DPR rules and policies regarding such activity.
- Federal regulations prohibit vending of any kind on federally owned property.
- A Fee-Based Permit is required to conduct any vending or commercial activity on DPR property.

#### OTHER USE RESTRICTIONS

- DPR reserves the right to revoke or temporarily suspend a permit, or to change the permit location. DPR and Federal park police/rangers retain the right to revoke any permit without prior notice for reasons of public safety, field condition, or possible damage to property. Please refer to DPR's website for additional conditions regarding field closures during inclement weather.
- Field and court users shall be responsible for taking precautions to avoid injury to persons and/or damage to property as a result of kick, thrown or batted balls. No person shall throw, catch, kick or strike any baseball, football, basketball, soccer, golf or tennis ball, or similar object, nor shall any person engage in any sport, game or other competition except in areas designated for such uses and for which a permit has been issued.

#### AMENDMENTS AND REVISIONS

- It is the responsibility of the applicant to properly inform DPR of any and all amendments and/or revisions to the original permit application. The applicant must inform DPR upon the immediate discovery of the need for such amendments and/or revisions. All amendments and/or revisions must be made in writing and are subject to the review and approval of DPR. Some changes may incur additional fees. Except as set forth below for permitted events, proposed amendments and revisions to permit application must be received by DPR at least 14 days prior to the date of the event.
- Permits are not transferrable and cannot be assigned or sold

## **REQUIREMENTS**

### **CUSTOMER REQUIRE AMPLIFIED SOUND**

- Amplified sound must be directed away from residences and must comply with city regulations and not exceed 60 decibels. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your application.
- Amplified sound can be rented through DPR. Please see [Equipment Rental fee schedule](#) for amount.
- All use of amplified sound must be pre-approved by DPR.
- Amplified sound is NOT allowed on Federally owned lands. Applicant is responsible for contacting DPR prior to submitting a permit to determine which park sites allow amplified sound.
- DPR reserves the right, in DPR's sole discretion, to require applicant to obtain the approval of the local Advisory Neighborhood Commission ("ANC") to host an event that involves amplified sound.

### **RESIDENTIAL COMMUNITIES (ANC APPROVAL)**

- In cases where an event may disturb residents in the surrounding community due to noise, music volume, traffic, parking burdens, or otherwise, as reasonably determined by DPR, DPR may require an applicant to obtain a letter of support for the event from the Advisory
- Neighborhood Commission presiding over that specific area ([anc.dc.gov](http://anc.dc.gov)), prior to issuing a permit.
- The DPR permit office will make the determination on whether or not an ANC letter is required.

### **PORTABLE TOILETS**

- A portable toilet is required for outdoor events larger than 50 guests.
- Applicant must provide one toilet for every 50 guests.
- Portable toilets must be handicap accessible.
- A copy of the contract for portable toilets must be submitted to DPR before the permit is issued.
- All portable toilets must be located on a flat hard surface, which may include, but not limited to, asphalt, concrete or plywood. Any other location must be approved by DPR in advance of the event.
- Location of portable toilets must be approved by DPR prior to delivery.
- Unless otherwise specified, portable toilets are only permitted to be delivered a maximum of 24 hours prior to the event.
- Unless otherwise specified, all portable toilets MUST be removed from DPR property within 24 hours after the event.
- Permit applicant or applicant's representatives, as the case may be, shall be responsible for any damage caused by the installation or removal of toilets.

## **LARGE/SPECIAL EVENTS**

- Events at one of DPR's parks, picnic groves and/or facilities with more than 150 participants are considered Large Special Events.
- DPR reserves the right to apply additional restrictions to such events, including, but not limited to, requiring applicant to obtain consent from the local ANC and/or additional licenses or permission from FEMS, MPD, DCRA, DOH, or any other applicable District agency with jurisdiction over any aspect of the planned event.

### BARRICADES

- DPR does NOT provide barricades for any event.
- If barricades are required by law or another District agency, all permits obtained from other agencies MUST be presented to DPR prior to the issue of a DPR permit.

### DUMPSTERS, GARBAGE/TRASH/RECYCLING CLEAN-UP

- Permit applicants will be notified if they need to provide additional trash/recycling receptacles and/or removal service by a professional waste hauler. Fees may apply and will be the responsibility of the applicant.
- If the permit applicant is required to provide dumpsters for its event, dumpsters must be placed in locations approved in advance by DPR and on a hard surface such as asphalt or concrete or other surface approved by DPR in writing.
- Permit applicants must provide a Site Map where ALL dumpsters, trash bins and recycling containers are proposed to be located.
- At no time are dumpsters permitted on grass or athletic fields.
- All trash and debris must be placed in trash bags and in the trash receptacles at the conclusion of the event. If the property is not appropriately cleaned, the event deposit will be forfeited by the permit holder.
- Permit applicant or applicant's representatives, as the case may be, shall be responsible for any damage caused by the installation or removal of dumpsters and trash receptacles.

### MEDICAL SERVICES

- Additional rules may apply for large events (250 or more participants), including a requirement to provide emergency, safety and security plans.
- FEMS mandates that all streets remain accessible to emergency vehicles and equipment at all times via a minimum 20 ft. dedicated and unobstructed emergency lane, and/or as may be further determined by FEMS.
- An essential requirement when planning a special event is the adequate provision of first aid and/or emergency medical services.
- It is imperative that normal emergency medical services operations for the city are not hindered by the staging of a special event.
- FEMS and DOH must review and approve your plans for first aid and/or emergency medical services to ensure that provisions are in place for coverage by proper licensed/certified personnel.
- To ensure safety of persons attending a special event, the Emergency Medical Service provider (if services are not provided by FEMS) must be able to initiate an Incident Action Plan (as required by the U.S. Department of Homeland Security), or such other plan as is required by applicable law or regulation, that is appropriate for the event.

### OTHER STRUCTURES

- Installation of structures on DPR property is not allowed without express written authorization.
- Applicant may be required to obtain insurance in connection with any structure that will be placed on DPR property, including, but not limited to, statues, walls or anything that has to be built, fastened, or erected.



- All permits obtained from other agencies MUST be presented to DPR prior to the issue of a permit.
- ALL structures MUST be included on Site Map.

#### PERMIT TIMES

- Customers must adhere to their permit times. If they arrive late, it does not extend the time of when it will finish. They must finish at their original permitted time.
- We do not issue permits for any facility during non-operational hours.

#### SECURITY PLAN

- Depending on the size and activities of your proposed event, DPR may require the presence of security personnel. You will be notified by DPR in such event.
- Applicants are responsible for the actions and conduct of any and all persons and organizations involved with and/or attending the permitted event.
- The applicant is responsible for and will bear all costs related to policing, cleaning and repairing any damage to, the property upon conclusion of the event or activity and will reimburse DPR for any such costs incurred by DPR.
- For more information on how to prepare security plan, please contact the Metropolitan Police Department Special Operations Division at (202) 671-6522 or visit their website at [mpdc.dc.gov](http://mpdc.dc.gov).

#### SHOWMOBILES

- DPR rents portable stages called Show mobiles.
- Rental period for Show mobiles is March 1st - October 31st ONLY.
- For rental of Show mobiles, a minimum of 30 business days advance notice is required.
- DPR personnel will accompany the Show mobile and be present at all times during usage.
- See [Equipment Rental fee schedule](#) of DPR's website for information on all associated costs.
- Other fees may be incurred depending on overtime required outside of normal business hours.

#### STAGES AND/OR PLATFORMS AND OTHER STRUCTURES

- Some structures, such as large stages/platforms, may require a separate building permit from DCRA (202-442-4400).
- If a building permit is required, a letter from DPR verifying the number and sizes of stages/platforms will be needed before DCRA will issue a permit.
- A copy of all permits issued by DCRA must be submitted to DPR prior to your event; otherwise, a permit will not be issued. Therefore, please plan accordingly by submitting all appropriate paperwork to all agencies on time.
- Include sizes and quantities of individual structures.
- A separate sheet with this information may be attached.
- DPR does have some platforms/stages for rent but they are not suitable for dancing or stepping. Please see [Equipment Rental fee schedule](#) on DPR's website for more information.

#### STREET CLOSURES OR USE OF PUBLIC RIGHT-OF-WAY

- DPR does NOT issue permits for use of any public right-of-way.
- If your event is requesting the closure of/use of a public street or public way (including sidewalks or street crossings) you must obtain approval and all necessary permits from the applicable District agencies.
- A letter of approval from the local ANC endorsing the event MUST be presented to DPR before a permit can be issued.
- For more information regarding District requirements, please contact the Homeland Security and Emergency Management Agency (HSEMA) at (202)727-6161.

#### TABLES AND CHAIRS

- DPR only rent to government agencies and not the general public.
- Set-up must be requested in advance otherwise, customer must do own set-up.
- For birthday parties, baby showers, repast (and other celebrations by the public) they must use the tables and chairs at the center/room.

#### TENTS AND CANOPIES

- Use of certain tents may require applicant to obtain a permit from DCRA. You should contact DCRA at (202) 442-4400 for more information and to understand the latest laws, regulations and rules regarding such issues.
- If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached to your application.
- DPR must be aware of the type and location of all tents and canopies before the permit is issued.
- The applicant is responsible for any damages caused to park property/facility and must consult DPR staff prior to installation.
- In certain locations, staking of tents and canopies may be prohibited.

#### TRANSPORTATION

- In some instances DPR will require that the applicant provide a transportation plan that explains how participants/spectators will get to and from the proposed event location.
- DPR recommends you inform event participants/spectators of alternative modes of transportation that will reduce traffic congestion such as bus, train, bicycle, carpooling, shuttles, etc.
- Visit [wmata.com](http://wmata.com) for more information about public transportation alternatives.
- Your description must identify proposed parking locations with recommended routes, public transportation modes and routes and alternative modes of travel.
- You must also describe how you will inform participants/spectators about appropriate travel recommendations that will easily and safely guide them to your proposed event location.
- If you are planning a walk/run event, please provide sufficient time for registration and be mindful of the below restrictions on commercial use, vending and money raising.
- Parking is not allowed on DPR property except in designated parking lots and only in connection with the use of DPR sites. Overnight parking is NOT allowed.
- All permits obtained from other agencies MUST be presented to DPR prior to the issue of a permit.

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**ASSUMPTION OF RISK AND INDEMNIFICATION FORM**

Permit applicant, on behalf of itself, and, if applicable, its employees, contractors, representatives, agents, volunteers, guests, invitees, and/or exhibitors (collectively, "applicant's representatives"), by submitting its application for and receiving a permit from DPR, hereby agrees that all persons, property and activities of any kind or nature whatsoever that may be in, upon, or about the DPR permitted space (the "premises") utilized by applicant and/or applicant's representatives at the requested DPR facility during the term of the permit, shall be in, upon or about said premises at the sole risk and hazard of applicant and applicant's representatives, as the case may be.

Moreover, applicant hereby agrees to indemnify and save harmless the District of Columbia, the District of Columbia Department of Parks and Recreation, and their respective agents and employees, from all penalties, costs, expenses, claims, liabilities, demands (including attorneys' fees and litigation costs) (collectively, "claims"), resulting from, connected with, or arising out of applicant's or applicant's representatives' use and occupancy of the premises and/or any activities conducted on said premises.

It is expressly understood that the District of Columbia Government, the District of Columbia Department of Parks and Recreation, and their respective agents and employees, shall not be liable to the applicant or applicant's representatives, or to any person, for any accident, injury, death, loss, or damage to any person, or property, while in, upon, or about, or entering or leaving said premises at any time during the term of the permit, resulting from any cause whatsoever, and all claims therefore are hereby released to the District of Columbia Government and District of Columbia Department of Parks and Recreation, who may plead this release in bar thereof, in any and every suit, demand, and claim for same.