



Permits

Q: How do I apply for a permit for a space at a DPR facility?

A: Go to dpr.dc.gov > Permits > Apply Online. At that point you can choose the type of permit you would like and follow instructions.

Q: May I agree with another team to switch fields for ease of scheduling?

A: Yes, however, you may not assign the permit or modify it unless you inform DPR first in writing.

Q: Do I need to provide bathrooms for large events?

A: Yes. DPR will determine the need for bathrooms based on the time and size of the event.

Q: Can my league give the boys' teams 90% of the fields under the permit?

A: No. Permittees are required to follow the DC Human Rights Act and cannot discriminate.

Q: If I plan a birthday party from 3-4 p.m. in a community room for 10 children. May I bring the children into the pool from 4-5 p.m.?

A: No, unless you pay the appropriate fees. See Fee Tables A and B. (Below)

Q: May I have sponsors at my special event?

A: No, unless each sponsor is granted a Fee-Based use permit by DPR or the sponsors contract directly with DPR.

Q: May I teach swim lessons to one person during open swim? No, unless you are granted a Permit and Fee-based Use permit by DPR. DPR offers a variety of swim classes so permits for instruction are only issued to Programmatic Partners with a written agreement

Q: May I teach tennis lessons on an outdoor court to one person?

A: No, unless you are granted a permit and Fee-Based Use permit by DPR. See Fee table A and B. (Below)

Q: Do I receive waived fees if I am a DCPS partner?

A: No. Only DPR partners with written partnership agreements receive waived fees.



Q: How do I calculate fees if I am a Market Operator?

A: Applicant must pay for a permit per table B for each vendor and I must pay for the Fee-Based Use fee in table C. Waivers apply for each vendor participating in a SNAP or WIC program.

C. Fees

The tables at the end of this document, in Attachment A, explain DPR's permit fees.

Examples of calculating fees:

Example 1: Ballers Basketball would like to host an indoor basketball tournament for 4 hours on Saturday. How much are his fees? Ask: Is he charging fees? Are the participants youth or adults?

If Baller is not charging youth participants, Baller would pay \$20.00 dollars for the gym space (\$5.00 per hour).

If Baller is charging youth participants a fee, he would pay \$20.00 (\$5/hr times 4 hours) for the gym space and \$100.00 for the fee-based use permit. Total: \$120.00 for the youth tournament. See Tables A and C for details.

If Baller's tournament is for adults, Baller would pay \$160.00 for the gym space. If Baller charges the adults fees, then he would pay \$160.00 for the gym space and \$150.00 for the fee-based use permit. Total: \$310.00 for his adult tournament. See Tables A and C for details.

Example 2: If Antique Annie convenes a market to sell goods, she must pay \$10.00 per vendor. However, the fee for her vendors participating in WIC or SNAP food programs who are selling food would be exempt and their \$10.00 fees would be waived. She would also have to pay a flat fee-based use fee for the life of the permit: (\$75.00 for 1-15 vendors, \$100 for 16-25 vendors and \$125 for over 25 vendors).

Example 3: If Babe Ruth would like to sell t-shirts during the games for which he already has a use permit, then he needs a fee-based use permit for the sale of goods. The permit would cost \$20.00.

Example 4: Ryan Z would like to hold an 8-hour baseball homerun derby. If Ryan Z's application is approved, he would pay \$200 for youth all day permit (assuming he is a DC Resident) and \$400 if this is an adult tournament.

Example 5: Nemo applies for a permit to host a birthday party in a community room for two hours and then she would like to bring the party people to the pool for 1 hour. Nemo would



pay \$25.00 per hour for the permit and any additional premium if extra lifeguards are needed for the number of participants.

Example 6: Protein Pam would like to sell healthy snacks at the pool this summer from her food truck. Permits for more than 5 consecutive days are paid for based on revenue share of total profit: up to 5% for 2 hours of sales, 10% for 4 hours of sales, and 15% for 6 hours of sales and 20% for 8 hours of sales. Per Diem permits are either \$20 (Protein Pam individual), \$60 (Rita's Ice Franchise), or \$80 (Whole Foods) per diem.