

## APPLICATION/PERMIT FOR USE OF SPACE ON THE PENTAGON RESERVATION

### INSTRUCTIONS

Type or print in ink. Attach this request to a cover letter which includes information required by Part II of the "Exhibits, Displays, Performances, Special Events, and Ceremonies Policies, Procedures, and Guidelines." Include copies, samples, drawings, and descriptions of the materials to be displayed or distributed. Failure to complete this form will delay the issuance of a permit and could result in a denial of the permit requested. See Conditions on back.

#### SECTION I *(To be completed by applicant)*

#### 1. APPLICANT

a. NAME	b. ORGANIZATION	
c. ADDRESS <i>(Include Room Number)</i>		
d. TELEPHONE NUMBER <i>(Include Area Code)</i>	e. FAX NUMBER <i>(Include Area Code)</i>	f. E-MAIL ADDRESS

**IF APPLICANT WILL ACT ON HIS/HER OWN BEHALF, GO TO ITEM 3.**

#### 2. ORGANIZATION SPONSORING, PROMOTING, OR CONDUCTING THE PROPOSED ACTIVITY

a. ORGANIZATION NAME	b. NAME OF AUTHORIZED REPRESENTATIVE	c. TITLE
d. ADDRESS <i>(Include Room Number)</i>		
e. TELEPHONE NUMBER <i>(Include Area Code)</i>	f. FAX NUMBER <i>(Include Area Code)</i>	g. E-MAIL ADDRESS

#### 3. DETAILED DESCRIPTION OF PROPOSED ACTIVITY, INCLUDING EXACT LOCATION *(Cover letter may be used)*

TEMPORARY EXHIBIT    
  PERMANENT EXHIBIT    
  CEREMONY    
  PERFORMANCE    
  SPECIAL EVENT

DESCRIPTION:

#### 4. APPROXIMATE NUMBER OF PERSONS TO BE ENGAGED IN THE ACTIVITY

#### 5. PROPOSED DATES AND HOURS OF THE ACTIVITY

INDEFINITE *(Permanent Exhibit)*    
  TEMPORARY *(Complete below)*

	(1) MONTH	(2) DAY	(3) YEAR	(4) HOUR
a. FROM				
b. TO				

#### 6a. SIGNATURE OF APPLICANT

**IMPORTANT:** If the applicant represents an organization, a letter or other documentation that the applicant has authority to represent the organization is required to be submitted with this form.

7a. SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE <i>(If applicable)</i>	b. DATE SIGNED <i>(YYYYMMDD)</i>
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#### SECTION II *(To be completed by the Building Management Office)*

#### 8. DESIGNATED LOCATION AND ACTUAL DATES AND HOURS FOR WHICH THE ACTIVITY IS APPROVED

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	a. LOCATION		
b. PERMIT NUMBER	c. DATE(S)	d. HOURS	

9a. SIGNATURE OF APPROVING OFFICIAL	b. DATE SIGNED <i>(YYYYMMDD)</i>
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## CONDITIONS

The applicant and, if applicable, the organization sponsoring, promoting, or conducting the activity and its authorized representative shall be the permittee(s) for the purposes of the following conditions.

1. The permittee(s) shall indemnify and save harmless the United States, its agents, and employees against any and all loss, damage, claim, or liability whatsoever for personal injury or death, or damage to property, due to the exercise by the permittee(s) of the privilege granted by this permit or due to the permittee's failure to comply with the conditions of the permit. In addition, the permittee(s) shall be liable for any damage to Government property due to the exercise by the permittee(s) of the privilege granted by this permit or due to the permittee's failure to comply with the conditions of the permit.

2. The permittee(s) shall be subject to the rules governing conduct on the Pentagon Reservation (32 CFR Part 234). Permittee(s) shall remain within the location(s) designated by the permit. In addition, the permittee(s) shall:

- a. Not misrepresent his or her identity to the public or conduct any activities in a misleading or fraudulent manner.
- b. Not discriminate on the basis of race, creed, color, sex, age, or national origin in conducting the permitted activities.
- c. Not leave leaflets or other material unattended at any place on DoD-controlled property.
- d. Not attach posters or banners to the walls or columns of the building unless approved by the Building Management Office.
- e. Not direct any sound producing equipment toward the building, nor use it in the building.

f. Not engage in any activities that are obscene within the meaning of obscenity as defined in 18 USC 1461-65 or that violate the prohibition against political solicitations found in 18 USC 607.

g. Not obstruct free ingress and egress of the users of public areas or otherwise interfere with access to public areas. Unencumbered safe passage must be maintained.

h. Not interfere with approved uses of the property by tenants or by the public.

i. Not damage any property.

j. Not use combustible fuels or compressed gas.

3. All permittees shall wear an identification badge at all times while conducting permitted activities on Government property. The identification badges shall be provided by the Building Management Office and shall contain:

- a. Person's name
- b. Name of group or organization
- c. Permit number.

4. A representative of the Building Management Office or a Defense Protective Service official may cancel the permit at any time if the permittee's activities violate any condition of this permit.

**I/We understand and agree to abide by the terms of this permit and the conditions for use of Government space.**

<b>a. SIGNATURE OF APPLICANT</b>	<b>b. DATE SIGNED</b> (YYYYMMDD)
<b>c. SIGNATURE OF ORGANIZATION'S AUTHORIZED REPRESENTATIVE</b> (If applicable)	<b>d. DATE SIGNED</b> (YYYYMMDD)

**ATTACHMENT:** Conduct on the Pentagon Reservation, June 1998