

APPLICATION FORM INSTRUCTIONS:

The explanations below correspond directly to the numbered items on the Application Form.

1. Provide applicant name and all contact information.
2. Describe the purpose of your activity and provide all details associated with the conduct of your activity.
3. Select an area for holding the activity (see enclosed Designated First Amendment Areas Map). Most areas can accommodate up to 100 people; however, the Gateway Arch Grand Staircase may be used for larger groups up to approximately 5,000 people. Final approval of location will be determined by the National Park Service based on the size and scope of your activity.
4. Provide Dates and Times.
5. Indicate the approximate number of people expected to participate.
6. N/A (there is no parking available on park grounds—other than at the Gateway Arch Parking Garage)
7. If applicable, describe and list all support equipment for your activity, e.g., PA system, podium, etc. There is no power available for your use on park grounds. All equipment must be self-contained and battery-powered. Generators are not allowed on park property.
8. If applicable, list any additional support personnel that may assist in the production of your activity.
9. Only one individual shall be named as liaison with the National Park Service; if applicant is not the liaison, please provide the name and contact number of the liaison who will be on-site during the permitted activity.
10. Please check the appropriate “Yes” or “No” boxes.
11. Please sign and date your application.

Application should be mailed to:

National Park Service
Jefferson National Expansion Memorial
Attention: Park Permits Office
11 North Fourth Street
St. Louis, Missouri 63102
Fax: 314-655-1640
Email: rose_hoots@nps.gov

(NPS Form 10-930)
(OMB No. 1024-0026)
(NEW 10/00)
(Expires 6/30/2013)

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Jefferson National Expansion Memorial
Park Permits Office
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St. Louis, Missouri 63102
Phone: 314-655-1613 Fax: 314-655-1640
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APPLICATION FOR SPECIAL USE PERMIT
FIRST AMENDMENT--PUBLIC ASSEMBLIES AND/OR
DISTRIBUTION OF PRINTED MATTER

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow **AT LEAST** ten (10) business days for processing. A non-refundable processing fee should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States as also insured.

1.

Applicant Name:	Organization Name:
Social Security #: N/A	Tax ID #: N/A
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax#:
E-mail:	E-mail:

2. Description of Proposed Activity (attach diagram, attach additional pages if necessary):

3. Requested Location (see enclosed map): _____

4. Requested Date(s) & Time: _____

Event set up will begin: (date and time)	Event will begin: (date and time)	Event will end: (date and time)	Removal will be done: (date and time)

5. Maximum Number of Participants _____ (Please provide best estimate)

6. Maximum Number of Vehicles _____ N/A _____ (attach parking plan)

7. Support Equipment (list all equipment; attach additional pages if necessary)

8. List support personnel (contractors, etc. including addresses and telephones, attach additional pages if necessary) _____

9. Individual in charge of event on site (include address, telephone and cell phone numbers): _____

10.

Is this an exercise of First Amendment Rights? Y N

Are you familiar with/ have you visited the requested area? Y N

Have you obtained a permit from the National Park Service in the past? Y N

(If yes, provide a list of permit dates and locations on a separate page.)

Do you plan to advertise or issue a press release before the event? Y N

Will you distribute printed material? Y N

Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(If yes, please explain on a separate page.) Y N

Do you intend to *solicit donations or offer items for sale? Y N
(These activities may require an additional permit.)

***NOTE: Soliciting for donations during special events is not permitted.**

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

11. Signature _____ Date _____

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$ N/A made payable to **National Park Service**. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. *This completed application should be mailed to Jefferson National Expansion Memorial at the Park address found on the first page of this application.*

Note that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

NOTICES

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number or activities subject to collection of fees by the National Park Service (31 U.S.C. 7701) Information from the application may be transferred to appropriate Federal, State, local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

Paperwork Reduction Act Statement: This information is being collected subject to the Paperwork Reduction Act (44 U.S.C. 3501) to allow the park manager to make a value judgment on whether or not to allow the requested use. All applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Estimated Burden Statement: Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2460)