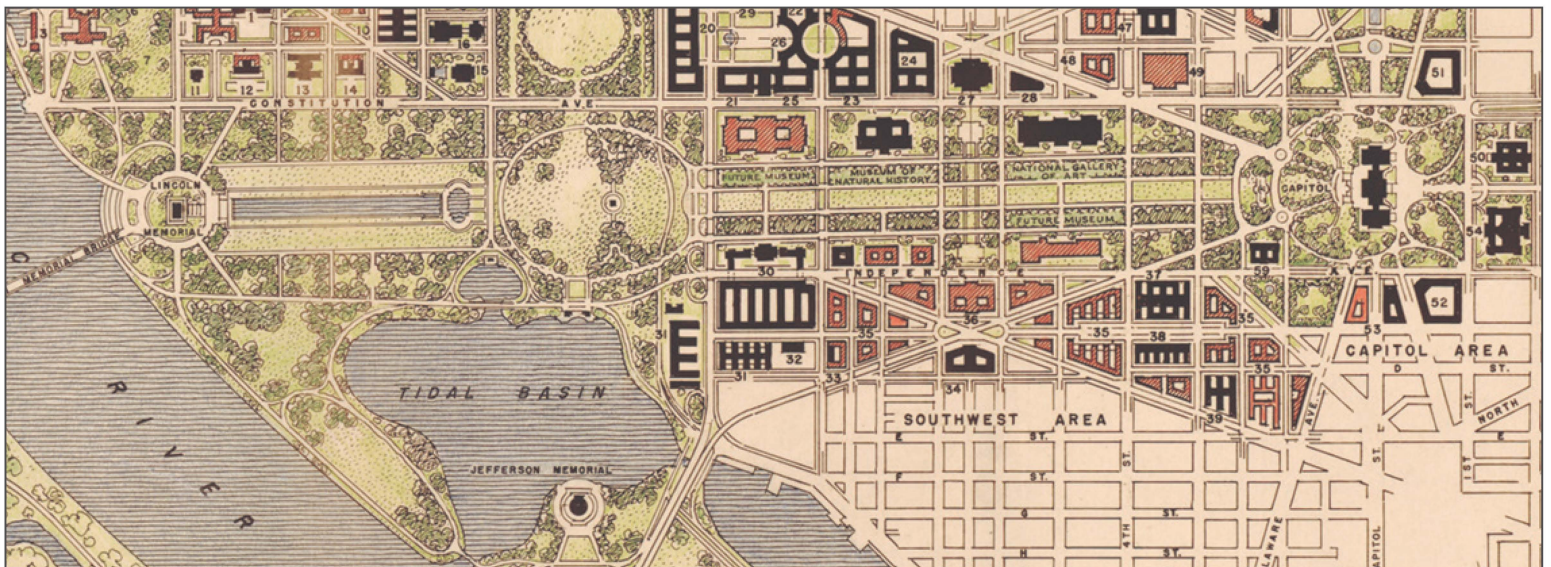


# National Mall and Memorial Parks



Approved by:

A handwritten signature in black ink, appearing to read "John A. Diehl", written over a large, stylized, light-colored mark that resembles a large 'A' or a signature flourish.

Superintendent, National Mall and Memorial Parks

Issued Date:

# 1 Purpose of the Event Operations Guide FOR Belmont-Paul Women's Equality National Monument

This Event Operations Guide (EOG) outlines the permitting specifications for Belmont-Paul Women's Equality National Monument (BEPA), managed by National Mall and Memorial Parks. It serves as a guide to the requirements and processes for obtaining public gathering permits for activities at BEPA. The National Park Service (NPS) issues public gathering permits in alignment with the National Mall and Memorial Parks Event Planning Guide, Turf Management and Event Operations Guide, Superintendent's Compendium, and regulations in Section 36 of the Code of Federal Regulations.

## 2 Scope of Public Gathering Permits at BEPA

Located in the Capitol Hill neighborhood of Washington, D.C., the Belmont–Paul Women's Equality National Monument (formerly the Sewall House (1800–1929), Alva Belmont House (1929–1972), and the Sewall–Belmont House and Museum (1972–2016) is a historic house and museum focused on the U.S. women's suffrage and equal rights movements. The monument is named after suffragists and National Woman's Party leaders Alva Belmont and Alice Paul. From 1929 to 2020, the house served as headquarters of the National Woman's Party, a key political organization in the fight for women's suffrage. The property was listed on the National Register of Historic Places in 1972 and designated a National Historic Landmark in 1974. From 1972 to 2016, the Sewall–Belmont National Historic Site was an affiliated unit of the NPS. In 2016, President Barack Obama designated it a National Monument under the management of the NPS.

The NPS manages the site as a National Historic Landmark and National Monument, requiring all permitted activities to align with these designations. The Presidential Proclamation establishing the Belmont-Paul Women's Equality National Monument (#9423; April 12, 2016) directs the Secretary of the Interior to manage the monument through the NPS, following applicable legal authorities and the Proclamation's provisions. Specifically, it mandates the creation of a management plan to ensure the monument preserves and protects its historic interests and interprets its resources and values related to the women's rights movement for present and future generations.

The NPS will review and issue public gathering permits at BEPA that align with the site's establishing authorities and that are directly connected to its mission and interpretive themes in the site's Foundation Document (management plan). Interpretive themes are derived and reflect the park purpose, significance, resources, and values. The following interpretive themes delineated in the Foundation Document include:

- Community of women
- Action through legislation

- Non-violent civil disobedience
- The role of the National Woman's Party
- Women's movement history
- Minorities in the suffrage movement
- International influence of the National Woman's Party

### 3 Permitting Guidelines

The following guidelines apply to public gathering activities at BEPA:

- Permitted activities must be scheduled outside of regular operating hours. The current operating hours are: Friday - Sunday, 10:00 a.m. - 5:00 p.m., which are subject to change). Permitted activities must conclude by 11:00 p.m.
- Event setup and teardown must not impact public visitation and should be scheduled accordingly. Limited staging and equipment setup are allowed during operating hours at the discretion of the NPS, provided they do not impede the visitor experience. Consequently, complex event setups may need to occur on Monday or Tuesday when the site is closed to the public.
- Due to the location of the property within the security perimeter of the U.S. Capitol, major activities and vehicle deliveries are subject to the approval of the Architect of the Capitol through the Sergeant at Arms of the Senate of the United States. A complete form including vehicle / driver information must be submitted to NPS officials no less than 72 hours before the start time of the permit. Street parking is subject to DC parking restrictions and signage.
- Mechanical lifts are for site accessibility and may only be used to assist people with mobility limitations. The lifts may not be used to transport equipment.
- Activities involving catering services require at least four (4) weeks advance notice as a site visit is generally required. Food service must adhere to specific food service guidelines. BEPA does not have a working kitchen that can be used for permitted events. Catering must involve all equipment needed for food preparation, warming, and service.
- Interior food service is limited to the BEPA terrace and is not allowed in other areas of the building. No food or drinks are permitted in other areas of the building.
- Permittee must remove all trash from the premises following the event.
- Generators may be used in specific, limited areas in the backyard of the house. Generators must arrive on site with fuel and include secondary containment. Permit applicants must indicate generator use and include specifications for generators on the permit application.
- Equipment setup including chairs and tables within the building is limited to the Library and Terrace areas of the building. All equipment must have rubber tips on the base to protect flooring. No equipment, chairs, or tables are allowed within the museum exhibits spaces.
- Events involving alcohol distribution require licensing through the DC Alcoholic Beverage and Cannabis Administration. Applicants should allow for at least four (4) weeks' advance notice for review and approval of alcohol at permitted events.

- A minimum of two NPS staff personnel are required for permit monitoring. Additional staff may be needed based on size and/or complexity of the event.
- BEPA has only one toilet available for permitted events. Events exceeding 30 people must supply portable toilets and coordinate with the District of Columbia for public space permits for DC sidewalks on Second Street to supply the portable toilets. Applicants can apply online via <https://tops.ddot.dc.gov>

## 4 Occupancy Limitations

The following section delineates space occupancy limits for areas available for permitted activities at BEPA. Occupancy limitations are established based on safety codes, occupancy load calculations, egress requirements, and the intended use(s) of the space.

### **Exterior Terrace (1004 sf)**

- Assembly without fixed seats (concentrated) = 143
- Assembly without fixed seats (unconcentrated) = 67
- Assembly standing space = 201

### **Interior Terrace (526 sf)**

- Assembly – exhibit gallery & museum = 18
- Assembly without fixed seats (concentrated) = 75
- Assembly without fixed seats (unconcentrated) = 35
- Assembly standing space = 105

### **Library (558 sf)**

- Assembly – exhibit gallery & museum = 19
- Assembly without fixed seats (concentrated) = 80
- Assembly without fixed seats (unconcentrated) = 37
- Assembly standing space = 112

**Second Floor** – Not available for permitted events because it does not have an accessible access route.

## 5 Filming and Photography Permits

The following guidelines apply to permitted filming and photography activities at BEPA:

- All commercial filming and photography on site require a permit.
- Commercial filming and photography and filming or photography that require set-ups inside the house or on the grounds is prohibited during regular operating hours. Photography and filming for personal use is allowed during regular operating hours if it does not require a tripod or other camera set-up.

- A minimum of one NPS staff personnel is required for permit monitoring for filming activities.

## 6 Additional Considerations

Special tours must be scheduled outside of regular operating hours so as to not impede the visitor experience. All special requests require Superintendent approval and are subject to staffing availability. Special tours do not require a public gathering permit.

## INTERNAL DOCUMENT CONTROLS – VERSION AND REVIEW TRACKERS

### Version Control

The following table documents major revisions to this document.

Version	Review Date	Primary Point of Contact	Description of Changes
1.0		Marisa Richardson	Original document

### Document Review Tracker

The following table documents all reviewers for all versions. The current version is listed last.

Name	Bureau/Office	REVIEW TYPE	Version Reviewed	Review Date
		<ul style="list-style-type: none"><li>• Author</li><li>• Reviewed with Comments</li><li>• Review without Comments</li><li>• Info Only</li></ul>		
Daniel Weldon	NAMA/RM	Reviewed with Comments	1.0	10/17/2024
Susan Philpott	NAMA/IE	Reviewed with Comments	1.0	9/20/2024
Rosemary Jalo	NAMA/PS	Reviewed with Comments	1.0	9/11/2024
Tim Moore	NAMA/IE	Reviewed with Comments	1.0	9/11/2024
Rosemary Jalo	NAMA/PS	Reviewed with Comments	1.0	9/11/2024
Aly Baltrus	NAMA/IE	Reviewed with Comments	1.0	9/11/2024
Chad Tinney	NAMA/Super	Reviewed without Comments	1.0	9/12/2024
Yue Li	NAMA/PS	Reviewed with Comments	1.0	9/11/2024
Marisa Richardson	NAMA/Permits	Reviewed with Comments	1.0	10/30/2024
Jeff Hitchcock	NAMA/FM	Reviewed without Comments	1.0	9/11/2024
Jay Theuer	NAMA/RM	Reviewed without Comments	1.0	9/11/2024
Sophie Kelly	NAMA/Super	Reviewed with Comments	1.0	10/30/2024