



MARYLAND CAPITOL POLICE

PUBLIC EVENT PERMIT APPLICATION

The Rules and Regulations governing Press Conferences, Demonstrations and Rallies occurring in or on State public buildings, improvements, grounds, and multiservice centers under the jurisdiction of the Department of General Services are enumerated in Code of Maryland Regulations (COMAR) 04.05.01 and 04.05.02.

I. APPROVAL PROCESS:

- Individuals or groups wishing to hold press conferences, demonstrations or rallies expected to involve 15 or more persons should submit a completed request form. Forms must be submitted **at least two days in advance**, but when feasible, we appreciate receiving additional notice of up to 15 days, to allow us adequate time to plan for your event.
- Press conferences, demonstrations and rallies on State property that involve 15 or more persons require **prior written approval (Permit)** from the Department of General Services, Maryland Capitol Police (MCP).
- **A pre-rally walk through may be required with MCP prior to receiving written approval.**
- Permits are issued at no cost to the applicant on a first-come, first-served basis.
- Applicants must provide an event agenda (**including the number of people expected**) prior to or at the walk through.
- An event coordinator must be designated who will be responsible for advising the demonstrators on compliance with applicable laws and regulations.
- Approved events may only occur in the area designated in the Permit. In the event of an emergency such as a major thunderstorm or extreme heat, access to suitable alternate area may be granted.
- Notwithstanding the above, *use of the State House, State House steps and grounds is not permitted as it is subject to the procedural rules of the Senate and House of Delegates.*
- Generally, every effort will be made to accommodate the request, however, the request can be denied based on safety, security, and traffic concerns; disturbance to employees in the performance of their duties; or if the event would prevent the general public from obtaining the government services that are provided on the property.

II. GENERAL RULES:

- Events can commence during regular business hours, but may not be scheduled to start after 8 p.m. All events must be concluded by 9 p.m., except in Annapolis when sessions of the Senate or House of Delegates run beyond 9 p.m.



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- Events are **limited to two hours**. This includes on-site preparation time for the event.
- Equipment for the event must be unloaded in the designated area. Designated emergency lanes shall not be obstructed.
- Use of State of Maryland electrical outlets or other power sources is not permitted.
- Gasoline generators are not allowed on State property.
- Battery powered public address systems are permitted.
- Minimal sound amplification may be used, however, it may not conflict with local ordinance(s) which prohibit noise from exceeding a distance of fifty (50) feet from the source.
- Staging and use of canopies/tents or structures of any kind are not permitted.
- Signs and placards are permitted but not inside State buildings. Signs and placards with sticks or poles are expressly forbidden on State property. Signs/banners/placards may not be affixed to or be tied to trees, posts, monuments, etc.
- The applicant and all participants engaging in the solicitation of funds must inform donors whether the contribution is tax deductible, a contribution under the Elections Law Article, or a gift.
- No vehicles are allowed in the Lawyer's Mall (Annapolis Complex) area at any time before, during or after the event.
- Vehicles on the property will be operated in a careful and safe manner, complying with directions of guards and posted signs.
 - The blocking of entrances, driveways, walks, or loading platforms is prohibited.
 - Parking without authority or parking in unauthorized locations or in locations reserved for others is prohibited.
 - Vehicles circling the vicinity of the approved event are subject to all applicable laws, including but not limited to, Md. Code Ann., Transportation Article, § 21- 1122.
- No drones are permitted for use during events.
- Climbing, removing, or in any way damaging any memorial, statue or architectural feature, or any tree or landscaping in Lawyers' Mall is prohibited.
- No weapons or firearms are permitted.



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III. APPLICANT/EVENT COORDINATOR RESPONSIBILITIES:

- The applicant and event coordinator will cooperate with and coordinate all event activities with the MCP.
- The event coordinator(s) and marshals must wear armbands or other identifying insignia and identify themselves to MCP prior to the start of the event.
- The event coordinator must also identify all individuals assisting with the event (Marshals).
- The event coordinator is responsible for advising the demonstrators on compliance with all applicable laws and regulations and ensuring the designated area is left in a clean and orderly state.
- The event coordinator is responsible for ensuring the area is left in a clean and orderly state upon completion of the event.
- The applicant and all persons, groups, and organizations participating in the event shall indemnify and hold harmless the State of Maryland against any and all loss, damage, claim, expense or liability whatsoever, because of accident or injury to persons or property, including the property of the State of Maryland or any of its agencies, occurring in the course of the approved event.



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Date of Event: _____ Start Time: _____ End Time: _____

Location/s Requested for Event: _____

Purpose of Event: _____

Event Agenda: _____

Describe signs, banners or flyers to be used or handed out: _____

Describe equipment to be used: _____

Describe any sound amplification to be used: _____

If fundraising will be conducted at the event, what is the purpose?

Charitable ☐ Electoral (candidate, petition, ballot request) ☐ Other ☐

Please describe the manner of the fundraising: _____

If the contributions will be made to a charity, please state whether the applicant is registered under the Maryland Solicitation Act or Exempt? _____

Number of persons expected to attend: _____

Number of Marshals: _____ (should have at least 1 marshal for every 50 people in attendance)

Are you aware of any counter groups that may attempt to disrupt your event? _____



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Applicant/ Event Coordinator: _____	
Address: _____	
Phone Number: _____	Email Address: _____
Sponsoring Organization: _____	
Address: _____	

Phone Number: _____	Web Address: _____

*By executing this document, the undersigned acknowledges and agrees to comply with the rules and regulations set forth above.

Applicant / Event Coordinator Signature

Date

Email to mcp.rallyrequest@maryland.gov or by fax to 410-974-2224