



MARYLAND CAPITOL POLICE

APPLICATION TO HOLD RALLY/PRESS CONFERENCE

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 must submit a completed request form. We ask the request be sent to us **15 business days in advance**. This will allow us adequate time to process and plan for your request.
- Press conferences, demonstrations and rallies on State property require **prior written approval (Permit)** from the Department of General Services, Maryland Capitol Police (MCP).
- **A pre-rally walk through will 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 every aspect of the event.
- 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 **no earlier than 9 a.m. or 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.
- 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.



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- 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.
- Live bands or musicians are **not permitted**.
- Staging and use of canopies/tents are **not permitted**.
- Signs and placards are permitted but not inside State buildings. **Signs and placards with sticks are expressly forbidden on State property. Signs/banners/placards may not be affixed to or be tied to trees, posts, monuments, etc.**
- The soliciting of alms, money, or contributions, commercial soliciting, the display or distribution of commercial advertising, political soliciting, or the collection of private debts, is prohibited.
- Permissible solicitations are limited to:
 - Solicitation by national or local campaigns for savings bonds, health, welfare, and charity;
 - Solicitations by labor organizations for membership or dues as authorized by law;
 - Recruitment campaigns for the Armed Forces, National Guard, and other federal or State agencies;
 - Operation of vending facilities and concessions as part of the operation of the property for the benefit of employees and the public;
- **No vehicles are allowed in the Lawyer's Mall** 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 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: _____

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? _____

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 completed application to: mcp.rallyrequest@maryland.gov



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FOR MCP USE ONLY:		
<u>RISK ASSESSEMENT</u>		
Expected Attendance (if different from applicant estimate): _____		
Has the event been publicized?	Yes	No
If "yes", how? _____		

Will Vendors or Exhibitors be present?	Yes	No
If "yes", explain? _____		

Will Media be present?	Yes	No
Does the event involve issues of a polarizing nature?	Yes	No
If "yes", explain? _____		

Will the event have dignitaries or other high profile persons in attendance?	Yes	No
If "yes", who? _____		

Is there any intelligence regarding a threat to the event or surrounding area?	Yes	No
If "yes", explain _____		

Are there any hazards (natural or man-made) that would pose a risk to the event?		
If "yes", explain _____		

Are there known threats to organization or sponsor?	Yes	No
If "yes", explain _____		



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Are there known issues surrounding other events sponsored by organization? Yes No

If "yes", explain _____

Are there other known security or safety concerns? Yes No

If "yes", explain _____

Is the information contained in the application complete and accurate? Yes No

If "No", explain _____

MCP Official Completing Walkthrough: _____

Date _____ Time _____

Supervisor Completing Risk Assessment _____

Supervisor Signature _____ Date _____

Recommend Permit Approval: Yes No

Detachment Commander _____

Commander Signature _____ Date _____

Recommend Permit Approval: Yes No

Chief of Police or Designee _____

Signature _____ Date _____

FINAL APPROVAL: Yes No