

MARYLAND CAPITOL POLICE

Request Rallies/Press Conferences

To request a rally/press conference, please submit a written request. Individuals or groups wishing to hold press conferences, demonstrations or rallies must apply in writing **at least two days in advance** for the permit unless extraordinary circumstances prevent the applications. **(If possible we would 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).**

Please include the following information in your request:

- a. Event Agenda**
- b. Fax Number**
- c. Cell Number**
- d. Purpose/intent for request**
- e. Time frame (note that there is a two hour time limit on rallies/press conferences)**
- f. Number of people you are expecting to attend**

Send your request via email to the following:

Lieutenant Rebecca Labs
410-260-2901 work
rebecca.labs@maryland.gov

Cynthia Turner
410-260-2915
cynthia.turner@maryland.gov

DEPARTMENT OF GENERAL SERVICES
Rules and Regulations Governing Press Conferences, Demonstrations and Rallies,
Occurring on State Property

COMAR 04.05.01 and COMAR 04.05.02

Approval Process:

- Press Conferences, demonstrations and rallies on State property require **prior written approval (Permit)** from Department of General Services Maryland Capitol Police Chief (DGS-MCP) or his designee.
- Individuals or groups wishing to hold press conferences, demonstrations or rallies **must apply in writing at least two days in advance** for the permit unless extraordinary circumstances prevent the applications.
A pre-rally walk through will be required with the Chief of Police prior to receiving written approval. 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. The event coordinator must also identify all individuals assisting with the event (Marshals). 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..*

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 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.
- The event coordinator(s) must wear an armband or other identifying insignia and identify themselves to DGS-MCP prior to the start of the event.
- 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.
- DGS Maryland Capitol Police (Annapolis) supervisor will coordinate event activities with applicant.
- 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 authorized.
- Minimal sound amplification may be used during the press conference/demonstration/rally. However, sound amplification 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 event coordinator is responsible for ensuring the area is left in a clean and orderly state upon completion of the event.
- No weapons or firearms are permitted on State property with the exception of those who have permits to carry weapons or firearms.
- No vehicles are allowed in the Lawyer’s Mall area at any time before, during or after the event.
- 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.
- The Permit may **not** be assigned without the prior written approval of DGS-MCP.
- The person/group/organization 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 and during the approved event.
- To ensure public safety DGS-MCP will be on site and provide necessary assistance. By executing this document, the undersigned acknowledges and agrees to comply with the above..

Maryland Capitol Police _____
Date

Permit Applicant/Event Coordinator _____
Date

PLEASE RETURN SIGNED FORM TO:

cynthia.turner@maryland.gov

or via mail:

**MARYLAND CAPITOL POLICE
attn: Cynthia Turner
29 ST. JOHN’S STREET, ANNAPOLIS
MARYLAND 21401**