

**CITY OF PHILADELPHIA**  
**OFFICE OF THE MANAGING DIRECTOR**  
**REGULATION GOVERNING**  
**PERMITS FOR DEMONSTRATIONS**  
**ON CITY PROPERTY**

**SECTION 1.        Definitions.**

- a.     The term “Appeal” shall have the meaning set forth in Section 12.
- b.     The term “Applicant” means the person or entity that seeks the issuance of a Permit.
- c.     The term “Application” means a written application for a Permit on a form prescribed for such purpose.
- d.     The term “City” means “The City of Philadelphia” acting through the Managing Director’s Office, the Fairmount Park Commission, or the Police Department, as the case may be.
- e.     The term “City Property” means all City streets, alleys, sidewalks, parks, plazas, and public spaces, including Fairmount Park, that have been constructed or maintained for the exclusive use and benefit of the public, including those that constitute traditional public forums, designated public forums, or limited public forums, including Dilworth Plaza adjacent to City Hall and Thomas Paine Plaza adjacent to the Municipal Services Building. The term “City Property” shall not include the interior spaces of City Hall and other City buildings, including, but not limited to, the Philadelphia International Airport, the Betsy Ross House, Eastern State Penitentiary, Robin Hood Dell East, the Mann Music Center, or Veterans Stadium.
- f.     The term “Demonstration” means a public assembly, a meeting or gathering, a rally or protest event, a political rally or event, a demonstration, speechmaking, marching, the holding of vigils or religious services, and all other like forms of conduct, the primary purposes of which is expressive activity or the communication or expression of views or grievances, that (1) is engaged in by more than 75 persons and the conduct of which has the effect, intent, or propensity to draw a crowd or onlookers, or (2) will occur upon any City street, sidewalk, or alley without compliance with the normal and customary traffic regulations or controls governing such places. The term “Demonstration” shall not mean the casual use of City Property which does not have an intent or propensity to draw a crowd or onlookers, or a residential block party governed by the Streets Department’s block party permitting process.
- g.     The term “Demonstration Sponsor” means the person or entity which is responsible for the staging or production of a Demonstration.
- h.     The term “Fairmount Park” means all City Property that is owned, managed, leased, or maintained by the Fairmount Park Commission (“Fairmount Park”), including, but not

limited to, John F. Kennedy Plaza (LOVE Park), Rittenhouse Square, Levy Park, Pennwalt Plaza, Sister Cities Plaza, VonColln Field, Eakins Oval Plaza, and the East Steps of the Philadelphia Museum of Art. The term “Fairmount Park” shall not mean the East Terrace of the Philadelphia Museum of Art, Memorial Hall, the Waterworks, or other buildings and structures maintained by the Fairmount Park Commission.

i. The term “Permit” means a written authorization issued by the City for the staging or production of a Demonstration on City Property under stated terms and conditions.

j. The term “Permittee” means the person or entity to whom a Permit is issued.

k. The term “Permit Denial” means a written notice from the City informing an Applicant that its Application for a Permit has been denied.

l. The term “Permit Revocation” means a written notice from the City informing a Permittee that its Permit has been revoked.

**SECTION 2. Permit Requirement for a Demonstration.**

No person or entity shall conduct or hold a Demonstration on City Property without first obtaining a Permit from the City.

**SECTION 3. Application for Permit.**

a. The Applicant must apply for a Permit by filing an Application, in person or by mail, with the Managing Director’s Office, in room 1430 of the Municipal Services Building. .

b. The Application must be filled out completely and signed and dated by the Applicant. If the Demonstration is sponsored or produced by an entity, a person legally authorized to bind the entity must also sign the Application.

c. The Application must contain the following information:

1. the name, address, e-mail address, if available, day-time telephone number, and fax number, if available, of the Applicant;
2. the name of the person who will be in charge of the Demonstration on-site;
3. the name, address, e-mail address, if available, day-time telephone number, and fax number, if available, of the Demonstration Sponsor;
4. the date, time, duration, and location of the proposed Demonstration (including all set up and take down time);
5. an estimate of the approximate number of persons who are reasonably expected to attend the Demonstration;

6. if the Demonstration will include a march or parade, a detailed description of the proposed route of the march or parade (with assembling, starting, and ending points) and the proposed starting and ending times for the march or parade;
7. a statement of any equipment or facilities which are owned by the Applicant or Demonstration Sponsor that are expected to be used;
8. a statement of any equipment or facilities that the Applicant or Demonstration Sponsor desires to rent from the City;
9. whether the Demonstration is a spontaneous event which has been planned in response to a specific occurrence, and, if so, must briefly describe such occurrence; and
10. a certification that the Applicant and Demonstration Sponsor will comply with all governmental rules and regulations applicable to the Demonstration, including, e.g., regulations concerning emergency medical services at special events.

d. After submission of an Application, the Applicant must immediately provide the City with any information that will amend, supplement or change any of the information originally provided in the Application.

#### **SECTION 4. Application Deadlines.**

a. The Application for a Permit must be submitted to the City at least five business days prior to the proposed date and time of the Demonstration. However, the City will accept Applications less than five days prior to the proposed date and time of the Demonstration, provided, however, that the proposed Demonstration is a spontaneously-planned event in response to a recent occurrence (e.g., a march or rally that is timed to coincide with a recent or future political or other announcement, decision, determination, or declaration by a local, state, or federal official).

b. Where (1) the Applicant has requested the City to provide special or technical services for purposes of assisting in the production or staging of the Demonstration, (2) the Applicant has requested or requires the rental and use of City-owned equipment for the production or staging of the Demonstration, or (3) the Applicant intends to erect fixed structures upon City Property, e.g., sound stage or canopies or tents, the Application for a Permit must be submitted to the City at least sixty business days prior to the proposed date and time of the Demonstration. Absent extraordinary circumstances, the City will not accept Applications meeting the criteria of this subsection beyond this 60-day deadline.

c. An Application shall be deemed submitted on the date it is received by the Managing Director's Office or, if received on a holiday or after normal business hours, on the next business day that is not a holiday.

**SECTION 5.           Application Fees.**

Each Applicant for a Permit must remit an application fee of \$20 at the time of submission. The application fee must be by check or money order payable to the “City of Philadelphia,” and is non-refundable. Applications which are submitted after the deadlines set forth in Section 4 and which are accepted for processing by the City must also be accompanied by a non-refundable late fee of \$25.

**SECTION 6.           Order of Processing.**

The City will process Applications for a Permit in the order that the City receives them. The City will allocate the use of a particular City Property or a part thereof among competing Applicants in the order of receipt of fully executed Applications together with the required application fee. The City will have priority use of the requested City Property where the proposed Demonstration conflicts or interferes with a previously scheduled event or with an annual or otherwise regularly-held event or ceremony that is sponsored by or on behalf of the City.

**SECTION 7.           Grounds for Denial of Application for Permit.**

a.     The City will approve an Application and grant a Permit unless there is a basis for denial of the Application.

b.     The following grounds will constitute a sufficient basis for denial of an Application for a Permit:

1.     the Application for a Permit (including any required attachments and submissions) is not fully completed and executed;
2.     the Application for a Permit contains a material falsehood or misrepresentation;
3.     the Applicant has not tendered the required application fee;
4.     the proposed Demonstration conflicts or interferes with a previously scheduled, annual, or otherwise regularly-held event or ceremony that is sponsored by or on behalf of the City or any other person or entity at the same City Property for the same date and time;
5.     a fully executed prior Application for a Permit for the same City Property and for the same date and time has been received, and a Permit has been or will be granted to a different Applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular City Property or part thereof;
6.     the property sought to be used for the Demonstration is closed or partially closed for construction, renovations, or other reasons, and use of the City

Property will pose a threat to the safety of participants or will impose an adverse impact upon the natural environment of the City Property;

7. the Demonstration will substantially or unnecessarily interfere with traffic in the area contiguous to the activity, and will unreasonably disrupt movement or circulation of vehicular or pedestrian traffic, unless there are readily available at the time of the proposed Demonstration sufficient city resources to mitigate any interference or disruption;
8. there are unavailable at the time of the Demonstration a sufficient number of police officers to police and protect lawful participants in the Demonstration and non-participants from traffic related hazards in light of the other demands for police protection at the time of the proposed Demonstration;
9. the concentration of persons, vehicles, or things at the assembly and disbanding areas and along the route of the Demonstration will prevent proper fire and police protection or emergency medical service;
10. the City has revoked a Permit which was previously issued to the Applicant or for a Demonstration that was previously sponsored by the Demonstration Sponsor;
11. the proposed route of any march or parade to be conducted in connection with such Demonstration will proceed in a direction that is opposite of the normal flow of vehicular traffic on such route, unless the direction of the march or parade, or the location thereof, was inextricably intertwined with the purpose of the Demonstration;
12. the City Property cannot safely accommodate the expected number of participants in the Demonstration without an unduly adverse impact upon the natural environment of the City Property;
13. the Demonstration cannot reasonably be accommodated with the customary recreational and other uses and policies attendant to the City Property, e.g., a neighborhood park;
14. the Demonstration for which the Applicant has requested the provision of services from the City will place an undue burden on the personnel resources of the City;
15. the Demonstration will have an unduly adverse impact on the landscaping, planting, or natural environment of the City Property;
16. the Demonstration will have an unduly adverse impact on the public health or safety of the Applicant, other users of the City Property, City employees, or the public (e.g., the Demonstration will unreasonably

interfere with the movement or service capability of police vehicles, fire fighting equipment, or emergency medical or ambulance services);

17. the Demonstration will unreasonably interfere with the customary functions and uses of, and ingress and egress to and from, buildings that are immediately adjacent to the City Property;
18. the Applicant, or the person on whose behalf the Application for a Permit was made, has on prior occasions damaged City Property and has not paid in full for such damage;
19. the Applicant, or the person on whose behalf the Application for a Permit was made, has not reimbursed the City for requested City personnel or requested City equipment utilized in connection with a previously issued Permit;
20. the Applicant has not complied or cannot comply with applicable licensure requirements, ordinances, or regulations of the City concerning the sale or offering for sale of any goods or services, including the requirement to obtain a business privilege license;
21. the Demonstration is prohibited by law, including applicable City ordinances and regulations;
22. the City Property requested is a limited public forum and the expressive activities of the Demonstration do not fall within the designated category of expressive activities for which the limited public forum has been opened;
23. the City Property requested is a non-public forum that has not been opened for expressive activity to the general public; and/or
24. the Application is sought for an event that is more appropriately covered by Executive Order 6-93 relating to the City's "Special Events Policy" or for an event that does not satisfy the definition of "Demonstration."

**SECTION 8. Action on Application; Amendment or Revision of Applications.**

a. In the case of Applications submitted under the deadline set forth in Section 4(a) above, the City will grant or deny the Application within two business days after receipt of the Application, provided, however, that the City may in its sole discretion extend this period of review for an additional period of two business days, where the Application has been submitted more than twenty days prior to the proposed date and time of the Demonstration.

b. In the case of Applications submitted under the deadline set forth in Section 4(b) above, the City will grant or deny the Application within thirty days of receipt of the Application.

c. Any amendment or revision of an Application for a Permit will for purposes of determining the priority of the Application, relate back to the original filing thereof; but the time within which the City will grant or deny the Application for a Permit will be computed from the date of the amendment or revision.

**SECTION 9. Notice of Action; Issuance of Permit.**

a. The City will immediately provide to the Applicant notice of the grant or denial of the Application for a Permit by telephone, facsimile, or by e-mail, in accordance with the written instructions of the Applicant in the Application.

b. Upon approval of the Application for a Permit, the City will issue to the Applicant a Permit denoting the location of the City Property, the approved route of any march or parade, and the date, time, and duration for which the Permit is valid. The Permit will note thereon any reasonable restrictions, and any other special requirements, that are applicable to the Permit.

c. The Permit will be made available for personal pick up by the Applicant, or will be mailed to the Applicant, in accordance with the written instructions of the Applicant in the Application.

d. A Permit cannot be transferred or assigned, except that a Permit may be assigned or transferred to an entity that is a legal successor to the Permittee upon the City's written permission.

**SECTION 10. Denial of Application; Contents of Notice.**

a. In the Permit Denial, the City will clearly set forth all grounds upon which the Application for a Permit was denied by reference to Section 7(b) above.

b. Where feasible, the Permit Denial will contain a proposal by the City for measures by which the Applicant may cure any technical defects in the Application.

c. Where the grounds for the Permit Denial are included in Section 7(b)(4), (5), (7), (8), (9),(11), (12), or (13) above, the City will offer to the Applicant:

1. a proposal to hold the Demonstration at different City Property, if available, for the same date and time, so long as the alternate City Property is reasonably similar to the proposed location with comparable public visibility;
2. a proposal to hold the Demonstration at the same City Property, if available, but on an alternative date or time; or
3. a proposal for an alternative route for any proposed march or parade to be conducted in connection with such Demonstration, so long as the alternate route is reasonably similar to the proposed route and has comparable public visibility.

d. The City will serve the Permit Denial on the Applicant by first class U.S. mail, by facsimile, or by e-mail, in accordance with the written instructions of the Applicant in the Application. The City will also make the Permit Denial available for personal pick up by the Applicant.

e. An Applicant desiring to accept an alternate proposal made by the City in accordance with subsection (c)(1) – (3) above will promptly notify the City of its acceptance.

**SECTION 11. Permit Revocation.**

Upon written notice to a Permittee, the City may revoke a Permit, where it has been determined that: the Permittee does not intend to comply with, cannot comply with, or has violated, any of the conditions or restrictions applicable to the Permit, including but not limited to the following:

a. failure of the Applicant to obtain any permits or licenses that are legally required by The Philadelphia Code or any City ordinances in connection with the Demonstration;

b. failure of the Applicant to remit any required user fee(s) for City-owned equipment;

c. failure to comply with any conditions applicable to the Permit.

**SECTION 12. Procedures for Appeal of Permit Denials and Permit Revocations.**

a. An Applicant who is denied a Permit, or a Permittee whose Permit has been revoked, may file a written appeal (the “Appeal”) from such Permit Denial or Permit Revocation with the Managing Director, in room 1420 of the Municipal Services Building.

b. The Appeal must be filed within 48 hours of the Permit Denial or Permit Revocation and must state succinctly the grounds upon which it is asserted that the Permit Denial or Permit Revocation should be modified or reversed. The Appeal must be accompanied by copies of the Application for a Permit, the written Permit Denial or Permit Revocation from the City, and any other papers or documentation material to the determination. A copy of any Appeal shall be served by hand upon the City Solicitor, 1515 Arch Street, 17<sup>th</sup> Floor, One Parkway Building.

c. The Managing Director shall promptly affirm, modify, or reverse the Permit Denial or Permit Revocation and give notice of the decision to the Applicant.

**SECTION 13. Permit Restrictions.**

The City may place reasonable restrictions on the conduct of a Demonstration, which restrictions may consider the customary use and nature of the City Property, recreational use policies, the size and location of the City Property, and the degree to which the Demonstration



might interfere with the customary uses and adopted recreational use policies for the City Property.

**SECTION 14. Compliance with Applicable Law.**

a. A Permittee must comply with all applicable provisions of The Philadelphia Code and all City ordinances, including those provisions concerning food and noise levels. A Permittee must obtain, in advance of a Demonstration, separate permits for certain activities that are accessory to a Demonstration, including, but not limited to, vending of food or goods, special parking facilities, hanging banners, setting up tents, use of fireworks, and serving alcoholic beverages.

b. Failure to obtain any such permits may be a basis for revocation of a Permit.

c. The issuance of a Permit under this Regulation will not supersede a requirement for the Applicant to obtain any other permits required by law.

**SECTION 15. Insurance.**

a. The Applicant shall procure and maintain at all times during its use of City Property insurance in such amounts and with such coverages as shall reasonably be required by the City's Division of Risk Management and shall name "The City of Philadelphia" as an additional insured thereunder.

b. The amounts and type of insurance required shall be determined by the Division of Risk Management based upon the nature of the Demonstration and the risk involved. The Division of Risk Management shall prepare a uniform schedule of insurance guidelines for Demonstrations.

c. The Applicant shall provide the City's Division of Risk Management with a certificate from an insurer evidencing such coverage prior to the Applicant's use of City Property, and within the time prescribed by the City. The certificate shall also provide that the insurer shall give the City reasonable advance notice of insurer's intent to cancel the insurance coverage provided.

**SECTION 16. Indemnity Agreement.**

Upon submission of an Application and the issuance of a Permit, each Applicant shall be deemed to have agreed to defend, indemnify and hold harmless the City, its elected and appointed officials, agents, and employees, from and against any and all claims against the City, its elected and appointed officials, agents, and employees, and for all damage or losses to City-owned building, structures, or other property, which arise from the acts or omissions of the Applicant or persons within or under the direct control or supervision of the Applicant (e.g., employees).

**SECTION 17. Reimbursement of City Equipment Costs.**

a. Each Demonstration Sponsor of a Demonstration shall pay rental fees, at least five days in advance of the Demonstration, for any and all equipment to be provided by the City for use in connection with the production or staging of the Demonstration. A schedule of such equipment rental fees shall be provided to an Applicant upon request.

b. Following the conclusion of a Demonstration, the Demonstration Sponsor shall pay the City for the repair and/or replacement costs (as determined by the City in its sole discretion) of equipment that is not returned or is returned in an unacceptable condition (reasonable wear and tear excepted).

**SECTION 18. Reimbursement of City Personnel Costs.**

Each Demonstration Sponsor of a Demonstration shall reimburse the City an amount equal to all personnel costs for services that are specifically requested from the City for the purpose of staging and conducting the Demonstration, including, but not limited to, costs for public safety, public health, sanitation, and Department of Public Property personnel. This section shall not be construed to apply to City police costs associated with traffic and crowd control.

**SECTION 19. Waiver of Insurance Requirement.**

a. Any requirement for insurance shall be waived by the City Solicitor, or his or her designee, if the requirement will be so financially burdensome that it will preclude the Applicant from using City Property for the proposed Demonstration. A waiver of the insurance requirement contained in Section 15 shall not be permitted where the Demonstration is covered by the application deadline set forth in Section 4 (b).

b. Fees for City-owned equipment and City-provided services that are requested by the Applicant cannot be waived pursuant to this Section.

c. Application for a waiver of the insurance requirement shall be made simultaneously with the Application on a form prescribed by the Law Department and must include an affidavit by the Applicant and sufficient financial information about the Applicant to enable the City Solicitor, or his or her designee, to determine whether the insurance requirement will be so financially burdensome that it will preclude the Applicant from using the City Property for the proposed Demonstration.

**SECTION 20. Severability; Amendments.**

In the event that any provision of this Regulation, or the application thereof to any person or circumstance, shall be judged invalid, the remainder of this Regulation and the application of any such remaining provisions to other persons or circumstances, shall not be affected thereby. The City reserves the right and power to modify, amend, or repeal this Regulation at any time in

accordance the Philadelphia Home Rule Charter; and all rights, privileges and immunities conferred by this Regulation or by acts done pursuant hereto shall exist subject to such power.

**END OF REGULATION.**