

**APPLICATION/PERMIT FOR USE OF SPACE  
IN PUBLIC BUILDINGS AND GROUNDS**

OMB No.: **3090-0044**  
Expires: **11/30/2005**

Public reporting burden of this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions; searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Business Performance (PX), Public Building Service, GSA, Washington, DC 20405 and Office of Management and Budget, (3090-0044), Washington, DC 20503.

**INSTRUCTIONS:** Please submit with this application a copy, sample, or description of any material or item proposed for distribution

**PART I - APPLICATION**

**APPLICANT**

FIRST NAME	MI	LAST NAME	MAILING ADDRESS		
TELEPHONE NUMBER			STREET		
AREA CODE	PHONE	EXT.	CITY	STATE	ZIP CODE

**SPONSOR, PROMOTER OR CONDUCTOR OF PROPOSED ACTIVITY**

NAME OF PERSON OR ORGANIZATION	MAILING ADDRESS				
TELEPHONE NUMBER			STREET		
AREA CODE	PHONE	EXT.	CITY	STATE	ZIP CODE

**SUPERVISION OF/AND RESPONSIBILITY FOR THE PROPOSED ACTIVITY**

NAME OF PERSON	MAILING ADDRESS				
TELEPHONE NUMBER			STREET		
AREA CODE	PHONE	EXT.	CITY	STATE	ZIP CODE

DESCRIPTION OF PROPOSED ACTIVITY

PROPOSED BUILDING	PROPOSED AREA				
PROPOSED DATES AND HOURS DURING WHICH THE ACTIVITY IS TO BE CARRIED OUT				APPROXIMATE NUMBER OF PERSONS TO BE ENGAGED IN THIS ACTIVITY (If known)	
FROM	TO	HOURS			

**IMPORTANT:** If applicant purports to represent an organization, a letter or other documentation that the applicant has authority to represent that organization is required to be submitted with this form.

APPLICANTS PROPOSING TO ENGAGE IN THE SOLICITATION OF FUNDS MUST CHECK ONE OF THE FOLLOWING STATEMENTS:

I HEREBY CERTIFY THAT:

- I represent and will be soliciting funds for the sole benefit of a religion or religious group;
- My organization has received an official Internal Revenue Service (IRS) ruling or letter of determination stating that the organization or its parent organization qualifies for tax-exempt status under 26 U.S.C. 501(c)(3), (c)(4), or (c)(5); or
- My organization has applied to the IRS for a determination of tax-exempt status under 26 U.S.C. 501 (c)(3), (c)(4), or (c)(5), and that the IRS has not yet issued a final administrative ruling or determination of such status.

**CERTIFICATION:** I CERTIFY that the above information is true and correct.

SIGNATURE OF APPLICANT	DATE SIGNED
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**PART II - PERMIT (TO BE COMPLETED BY GSA ONLY)**

**DESIGNATED BUILDING AND AREA, ACTUAL DATES AND HOURS, FOR WHICH ACTIVITY APPROVED**

BUILDING	AREA	FROM	TO	HOURS
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**GSA APPROVING OFFICIAL**

SIGNATURE	NAME OF OFFICIAL	DATE SIGNED
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**PART III - CONDITIONS**

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When applications for permits are approved by the General Services Administration, it is implied that the applicant assumes all responsibility for clean-up of the property/grounds.

The following conditions apply to all applications for use of the grounds for rallies, demonstrations, etc.:

The applicant assumes all responsibility for clean-up of the grounds, for providing trash containers, and for arranging disposal of the trash. The Federal government cannot provide electricity for operation of the applicant's equipment, nor are restrooms and similar facilities available. If necessary, portable restroom facilities may be authorized, at the applicant's expense, if the applicant arranges for the removal before the beginning of the next workday.

The following statement forms part of this APPLICATION/PERMIT. It must be signed by the person who is responsible for the proposed activity:

"The licensee shall indemnify and save harmless the United States, its agents and employees against any and all loss, damage, claim or liability whatsoever, due to personal injury or death, or damage to property of others directly or indirectly due to the exercise by the licensee of the privilege granted by the licensee, or any act or omission of licensee, including failure to comply with the obligations of said license."

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SIGNATURE OF APPLICANT

DATE SIGNED

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