



Ryan M. Frost
Chief of Police

Bureau of Capitol Police

Department of Public Safety

State House Station #68
Augusta, Maine
04333-0068

Michael Sauschuck
Commissioner of Public Safety



Janet T. Mills
Governor

CAPITOL AREA ACTIVITY PERMIT REQUEST

Pursuant to Section 2904 of Title 25 of the Maine Revised Statutes Annotated, and the Rules promulgated thereunder, the undersigned applicant hereby requests a permit to engage in the activity described below.

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

_____ ZIP: _____

TELEPHONES – Daytime: _____ Cell: _____

EMAIL: _____

ORGANIZATION REPRESENTED BY APPLICANT: _____

DATE(S) OF ACTIVITY: _____ DAY(S) OF WEEK: _____

TIME(S): _____ to _____ NUMBER OF PEOPLE EXPECTED TO PARTICIPATE: _____

SPECIFIC LOCATION OF PLANNED ACTIVITY: _____

DETAILED DESCRIPTION OF THE ACTIVITY TO BE AUTHORIZED BY THIS PERMIT:
(Please use addendum for detailed description, if necessary, and attach any drawings as needed.)

_____ (over)

OFFICE LOCATED AT: Cross State Office Building, 111 Sewall St., Room 102, Augusta, ME 04333-0068

VOICE: (207) 287-HELP (287-4357)

EMAIL: CapitolPolice@maine.gov

Fax: (207) 287-6212

TTY: 711

SPECIAL CONSIDERATIONS, IF ANY: _____
(including if there will be a need for electricity or if any tables, tents or structures will be erected.)

Please be advised:

- Vehicles are not allowed on the grass of Capitol Park or the lawns around State buildings in the Capitol Area.
- No overnight camping is allowed in Capitol Park or on the grounds of State buildings in the Capitol Area.
- The Legislative Council has a policy covering the use of Capitol Park and they require payment of a fee for some permits. The fee is dependent on the planned use.
- The renting of portable toilets may be required for large or extended length activities.
- Any BBQ grills, or other authorized cooking facilities, must be manned by an adult at all times and fire extinguishers must be nearby. Any tents permitted must be fire rated.
- If the event involves the selling or giving away of food, or the use of any energy source, (i.e.: electricity, propane, gasoline, black powder) a certificate of insurance may be required. For large events, we may need a specific policy covering the organization. For small events, a homeowners' policy rider may be sufficient.
- A security deposit of \$250 per 500 persons attending, or the posting of a security bond, may be required for gatherings of over 200 people. The security deposit or security bond will be applied against any damage or clean-up costs associated with the event.

CONDITIONS AND RESTRICTIONS:

The permit, if issued, will authorize the applicant/permittee, and the organization which he/she represents, to engage only in the activity described in the permit and only at the location(s) specified in the permit. **No weapon of any kind and no sign, poster, or banner on a stake(s) can be brought onto the grounds in the Capitol Area.** The responsibility for the supervision of this activity is the obligation of the applicant as is the responsibility for cleaning up the area at the conclusion of the activity. These activities will be non-intrusive and will cause no damage to turf, shrubs, trees, or other public property. The applicant is responsible for any and all damage and any clean-up costs. Dependent on the location and activity requested, other conditions or restrictions may be imposed as required by policy or as needed for public safety purposes.

By signing below, you are acknowledging that you understand and agree to the conditions and restrictions listed above:

Applicant's Signature Date: _____ _____ Date: _____
Witness

----- For Bureau of Capitol Police Office use only below this line -----
Approved _____ Permit mailed _____
Denied _____ by: _____ Hand Delivered _____ on: _____
Chief Ryan M. Frost Date Date

Other needs or restrictions identified: _____