



DEPARTMENT OF DEFENSE  
WASHINGTON HEADQUARTERS SERVICES  
1155 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1155



(RE&F-FF)

AUG 1 1997

MEMORANDUM FOR AGENCY CONTACTS

SUBJECT: Exhibits, Displays, Performances, Special Events,  
and Ceremonies Policies, Procedures, and Guidelines

References: Code of Federal Regulations (CFR), Title 32,  
Part 234, Conduct on the Pentagon Reservation,  
January 1996

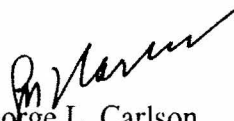
Application/Permit for Use of Space on the  
Pentagon Reservation, January 24, 1996.

The policies, procedures, and guidelines governing exhibits, displays, performances, special events, and ceremonies in the Pentagon and on the reservation has been revised and is being distributed to allow all building occupants an opportunity to get re-acquainted with them.

Attached is a copy of the August 1, 1997 issue for dissemination throughout your agency.

If there are any questions, or further information is needed, please call Alan Smith, PhD. PBMO Services Program Manager at (703) 697-7351.

Your cooperation and support is greatly appreciated.

  
George L. Carlson  
Building Manager  
Pentagon

Attachment:  
a/s  
cc:  
Reading File



**PENTAGON BUILDING MANAGEMENT OFFICE  
THE PENTAGON BUILDING  
WASHINGTON, D.C. 20301-1155**

**AUGUST 1, 1997 (REVISED)**

**EXHIBITS, DISPLAYS, PERFORMANCES, SPECIAL EVENTS, AND CEREMONIES  
POLICIES, PROCEDURES, AND GUIDELINES**

**I. GENERAL INFORMATION**

**These policies, procedures, and guidelines govern all Exhibits, Displays, Performances, Special Events, and Ceremonies (EDPSE&Cs) held in public space in the Pentagon and on the Reservation.**

**All EDPSE&Cs in the Pentagon must be approved by the Pentagon Building Management Office (PBMO). The PBMO's Ceremonies & Special Events Office is the primary point-of-contact through which the Application/Permit for Use of Space on the Pentagon Reservation is obtained and processed. The Ceremonies & Special Events Office is responsible for coordinating the review and concurrence process for all EDPSE&Cs.**

**II. PROCEDURES**

**An Application/Permit for Use of Space on the Pentagon Reservation (see Attachment No.1) is required as part of the activities approved by the PBMO under Title 32, Code of Federal Regulations (CFR), Part 234, Conduct on the Pentagon Reservation, January 1996 (see Attachment No. 2).**

**A. All EDPSE&Cs must be in conformance with all policies, procedures, and guidelines. The agency submitting the permit application must include the following information on agency letterhead:**

- 1. Describe how the activity relates to the agencies mission, and would be of interest to a significant number of building occupants and visitors.**
- 2. Certify that the agency will be responsible for any expenses associated with the activity.**
- 3. Provide an agency point-of-contact.**
- 4. Have a requesting agency located in the Pentagon that will:
  - a) Ensure the activity is in the best interest of the Government and should not****

advertise commercial (profit making) activities or promote political objectives.

b) Be responsible for any expenses associated with the request. If the applicant (requestor and/or exhibitor) causes any damage to Government property, or requires any reimbursable services, the requesting agency is responsible for providing the funding. Recovery of funds from the applicant will be the responsibility of the requesting individual or organization.

c) Provide a responsible point-of-contact whose office is located in the Pentagon and is available for the purpose of making all necessary contacts and arrangements. The PBMO will not make direct contact with the applicant, unless the requesting agency is also the applicant.

**B. The responsibilities of the requesting agency include, but are not limited to:**

1. Escorting personnel associated with the activity. Security restrictions require that personnel who do not have a building pass be escorted at all times while in the Pentagon. Additionally, the requesting agency is responsible for making all parking, loading, and unloading arrangements.

2. Maintaining a list of names, telephone numbers, addresses, social security numbers, and any other pertinent data outside of non-agency data, so that the requesting agency may promptly contact individuals, as necessary, if something should come up concerning the activity.

**C. To initiate a request, a requesting agency will prepare a letter on agency letterhead addressed to the Pentagon Building Management Office (PBMO). Letters will not be accepted unless they comply with these policies, procedures, and guidelines. The PBMO will coordinate, as necessary, to ensure compliance with the standards of the "Conduct on the Pentagon Reservation." A completed Application/Permit for Use of Space on the Pentagon Reservation will accompany the letter.**

Prior to approving the request, the PBMO may set up a meeting with the requesting agency and visit the proposed site to develop a clear understanding of what is planned, the location, and what logistical support is required. The PBMO will provide guidance on any unique or special conditions.

After the necessary coordination, the PBMO will:

1. Notify the requesting agency as to whether or not the application/permit was approved.

2. If approved, the PBMO will return the original signed application/permit to the requesting agency, who will provide a copy of the application/permit to the applicant. The application/permit will identify the exact location, date, and time that has been approved.

3. The requesting agency will make arrangements for any additional support needed, to include parking arrangements, access to the building, and transportation of equipment.

4. If the application/permit is disapproved, the reason will be stated on the permit.

### **III. EMPLOYEE RELATIONS GROUPS**

Employee Relations Groups must be coordinated through each agencies training office.

### **IV. LOCATIONS**

All parties interested in applying for an EDPSE&C must submit a written request with an Application/Permit for Use of Space on the Pentagon Reservation to reserve any of the following areas:

#### **A. Ceremonial Sites**

1. **Hall of Heroes.** This site is used for change-of-command ceremonies, promotion ceremonies, retirement ceremonies, and as an inclement weather backup site for outdoor ceremonies. They must be hosted by lieutenant generals and above, or civilian equivalents. Late scheduled ceremonies hosted by the Secretary of Defense can bump ceremonies hosted by lower ranking officials, should the need arise.

2. **River Entrance/Upper River Parade Field.** This site is used by the Secretary of Defense, the Deputy Secretary of Defense, the Chairman Joint Chiefs of Staff, and the Vice Chairman Joint Chiefs of Staff when hosting dignitaries making official visits, and other special events and ceremonies.

3. **Lower River Parade Field.** This site is used for change-of-command ceremonies held only on weekends. This site is used as a backup site for ceremonies hosted by the Secretary of Defense, the Deputy Secretary of Defense, the Chairman Joint Chiefs of Staff, and the Vice Chairman Joint Chiefs of Staff.

4. **Mall Entrance/Mall Parade Field.** This site is used by the Secretary of Defense, the Deputy Secretary of Defense, the Chairman Joint Chiefs of Staff, the Vice Chairman Joint Chiefs of Staff, the Service Secretaries, and the Service Chiefs of Staff hosting counterpart visits, visits from high level dignitaries, and other special events and ceremonies.

5. **Center Courtyard Canopy.** This site is used for change-of-command ceremonies, promotion ceremonies, retirement ceremonies, and as an inclement weather backup site for outdoor ceremonies. They must be hosted by lieutenant generals and above, or civilian equivalents. Late scheduled ceremonies hosted by the Secretary of Defense can bump ceremonies hosted by lower ranking officials, should the need arise.

## **Building Identification Card.**

### **E. Posted Notices, Flyers, and Schedules**

Only material related to permitted activities will be accepted for Pentagon bulletin boards. Posted material shall not be of political, sectarian, discriminate, or of an objectionable nature, shall not include advertisements for commercial firms, businesses, or products, and shall not advertise the activities of educational institutions except Federal, Commonwealth, State, and District supported institutions or non-profit organizations.

Material such as posters, notices, or schedules on bulletin boards should not be larger than 15" x 20". Bulletin board locations for posting are as follows:

First Floor, 8th Corridor, near the E-Ring  
Pentagon Main Concourse (near Metro Entrance)  
First Floor, E-Ring, South Parking Entrance  
Second Floor, A-Ring, 1st and 2nd Corridors  
Second Floor, A-Ring, 9th and 10th Corridors  
Third Floor, C-Ring, 3rd Corridor  
First Floor, 3rd Corridor, near the A-Ring  
First Floor, A-Ring, 7th/8th Corridor Apex

### **F. Placement of Easels**

Easels cannot be placed in public corridors, but can be placed at the following locations:

Main Concourse, at Ramps to the 1st and 10th Corridors  
Second Floor, A-Ring, Corridors 1&2, and 9&10

### **G. Literature Distribution**

Distribution of literature with the proper permit is allowed at the South Parking Entrance (3rd Corridor) sidewalk, adjacent to Rotary Road.

### **H. Scheduling**

Written requests to hold Exhibits, Displays, Performances, Special Events, and Ceremonies must be submitted to the Pentagon Building Management Office at least two weeks in advance, and on agency letterhead signed by an official of the agency who is authorized to make such arrangements. The requesting agency shall pick up an Application/Permit for Use of Space on the Pentagon Reservation. Events supporting National Observances will be recognized as special and will be permitted for one month. An example of these are DoD Productivity Month Exhibits, Public Service Recognition Displays, Black History Month Exhibits, Hispanic Heritage Month Exhibits, Indian Heritage Month Displays, Holocaust Observance Displays, and Energy Awareness Month

**6. Dedicated Corridors.** These areas are to be used for special ceremonies hosted by lieutenant generals and above, or civilian equivalents.

**B. Exhibit and Display Areas (Inside)**

**1. Bays 1 and 2 (Main Concourse).** This area is designed for displays of less than 4'6" in height and 8' in width.

**2. Second Floor, A-Ring, Corridors 1 and 2, and Second Floor, A-Ring, Corridors 9 and 10.** Displays in these areas are to be no more than 7' high. Complete layouts (floor plans) and cut sheets must be submitted as part of the Application/Permit for Use of Space on the Pentagon Reservation.

**C. Exhibit and Display Areas (Outside)**

**1. Lower Mall Parade Field.** This area is used for large type exhibits, and can accommodate show tents, vehicle demonstrations, and associated displays. A complete layout (floor plan) and letter giving specific details must be submitted as part of the Application/Permit For Use of Space on the Pentagon Reservation.

**2. North Parking Area No. 1.** This area is located in the North Parking Lot, lane G-64, spaces 1 through 24. It will accommodate exhibits and displays that do not exceed 16' x 200' (3200 square feet). A complete layout (floor plan) and letter giving specific details must be submitted as part of the Application/Permit for Use of Space on the Pentagon Reservation.

**3. North Parking Area No. 2.** This area is located in the North Parking Lot, lane G-64, spaces 43 through 49. It will accommodate exhibits and displays that do not exceed 30' x 250', divided by lane G-64 into two 15' x 250' sections. The total square footage is 7500. A complete layout (floor plan) and letter giving specific details must be submitted as part of the Application/Permit For Use of Space on the Pentagon Reservation.

**D. Performance Areas (Bands and Choirs)**

**1. Main Concourse Stage.** This area is used for special performances, exhibits, shows, and other authorized activities, and as an inclement weather backup site for other events.

**2. Center Courtyard (concrete pad).** This area is used for bands and choir performances. Band and choir performances must be coordinated through each agencies welfare and recreation association, or public affairs office.

The arrival/departure location for performers is the South Parking Corridor 3 Entrance.

The requesting agency must meet the performers at this location with a valid DoD

Exhibits. All other exhibits and displays are limited to ten (10) working days.

**I. Arrivals/Departures**

Arrival time for unloading all equipment at the Pentagon South Loading Dock shall be scheduled no earlier than 0900 hours, and the departure time and loading of equipment shall be no later than 1500 hours.

A copy of the approved application/permit should accompany the applicant when departing the South Loading Dock. If the applicant has computer hardware or similar equipment, a property pass must be acquired before leaving the premises.

**J. Food**


The preparation and selling of food in office space poses potential health, safety, and fire risks and is not permitted on the Pentagon Reservation. To avoid the risks associated with potential public health, fire, and safety violations, activities of this type will not be approved. However, the sale of prepared food, as a fundraiser, inside the occupants space may get a permit after review by the Special Events and Ceremonies Office.

**K. Logistical Support**

Required logistical support must be included in the original request letter. In some instances, EDPSE&Cs will need logistical support that can be performed by the Special Events Coordinator. In such cases, the sponsor must furnish the funds.

**L. Conformance**

All Exhibits, Displays, Performances, Special Events, and Ceremonies must conform to the requirements outlined in these policies, procedures, and guidelines.

  
GEORGE L. CARLSON  
Building Manager  
Pentagon

## APPLICATION/PERMIT FOR USE OF SPACE ON THE PENTAGON RESERVATION

**INSTRUCTIONS:** Type or print in ink all items. Failure to complete this form will delay the issuance of a permit and could result in a denial of the permit requested. In addition, a copy, sample, and/or description of any materials or items proposed for distribution or display must be submitted with each application.

### SECTION I. (To be completed by applicant)

1. Applicant:
- (a) Name \_\_\_\_\_ (c) Telephone number \_\_\_\_\_  
 (b) Address \_\_\_\_\_ (d) Fax number \_\_\_\_\_

If applicant will act on his/her own behalf, go to item 3.

2. Organization sponsoring, promoting, or conducting the proposed activity:
- (a) Name of organization \_\_\_\_\_ (d) Telephone number \_\_\_\_\_  
 (b) Name and title of authorized representative (e) Fax number \_\_\_\_\_  
 \_\_\_\_\_  
 (c) Address of organization \_\_\_\_\_  
 \_\_\_\_\_

3. Description of proposed activity, including exact location: (Alternatively, this application may be accompanied by a memorandum describing the proposed activity in detail.)
- \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Approximate number of persons to be engaged in the activity: \_\_\_\_\_

5. Proposed date and hours of the activity:  
 Month \_\_\_\_\_ Day(s) \_\_\_\_\_ Year \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

6. Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

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

7. Signature of organization's authorized representative (if applicable): \_\_\_\_\_ Date Signed: \_\_\_\_\_  
 =====

### SECTION II. (To be completed by the Building Management Office)

1. Designated location and actual dates and hours for which the activity is approved:
- (a) APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_ PERMIT NUMBER \_\_\_\_\_  
 (b) LOCATION \_\_\_\_\_ DATE(S) \_\_\_\_\_  
 \_\_\_\_\_ HOURS \_\_\_\_\_

2. Signature of approving official: \_\_\_\_\_ Date Signed: \_\_\_\_\_
- =====

SEE OVER FOR CONDITIONS



# CONDITIONS

The applicant and, if applicable, the organization sponsoring, promoting, or conducting the activity and its authorized representative shall be the permittee(s) for the purposes of the following conditions.

1. The permittee(s) shall indemnify and save harmless the United States, its agents, and employees against any and all loss, damage, claim, or liability whatsoever for personal injury or death, or damage to property, due to the exercise by the permittee(s) of the privilege granted by this permit or due to the permittee's failure to comply with the conditions of the permit. In addition, the permittee(s) shall be liable for any damage to Government property due to the exercise by the permittee(s) of the privilege granted by this permit or due to the permittee's failure to comply with the conditions of the permit.

2. The permittee(s) shall be subject to the rules governing conduct on the Pentagon Reservation (32 CFR Part 234). Permittees shall remain within the location(s) designated by the permit. In addition, the permittee(s) shall:

- a. Not misrepresent his or her identify to the public or conduct any activities in a misleading or fraudulent manner.
- b. Not discriminate on the basis of race, creed, color, sex, age, or national origin in conducting the permitted activities.
- c. Not leave leaflets or other material unattended at any place on DoD-controlled property.
- d. Not attach posters or banners to the walls or columns of the building unless otherwise approved by the Building Management Office.
- e. Not direct any sound producing equipment toward the building, nor use it in the building.
- f. Not engage in any activities that are obscene within the meaning of obscenity as defined in 18 USC 1461-65 or that violate the prohibition against political solicitations found in 18 USC 607.
- g. Not obstruct free ingress and egress of the users of public areas or otherwise interfere with access to public areas. Unencumbered safe passage must be maintained.
- h. Not interfere with approved uses of the property by tenants or by the public.
- i. Not damage any property.
- j. Not use combustible fuels or compressed gas.

3. All permittees shall wear an identification badge at all times while conducting permitted activities on Government property. The identification badges shall be provided by the Building Management Office and shall contain:

- a. Person's name
- b. Name of group or organization
- c. Permit number

4. The Building Management Office or a Defense Protective Service official may cancel the permit at any time if the permittee's activities violate any condition of this permit.

I/We understand and agree to abide by the terms of this permit and the conditions for use of Federal space.

\_\_\_\_\_  
Signature of permittee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of organization's authorized  
representative (if applicable)

\_\_\_\_\_  
Date

ATTACHMENT:

Conduct on the Pentagon Reservation, January 1996

First Revision - January 24, 1996  
All Prior Forms Are Void

# Conduct on the Pentagon Reservation

January 1996

## Federal Property Management Regulations Title 32, Code of Federal Regulations, Part 234

Authority: 10 U.S.C. 131 and 2674(c)

### Definitions. (32 CFR 234.1)

As used in this part:

**Authorized person.** An employee or agent of the Defense Protective Service, or any other Department of Defense employee or agent who has delegated authority to enforce the provisions of this part.

**Firearm.** A loaded or unloaded pistol, rifle, shotgun, or other weapon which is designed to, or may be readily converted to, expel a projectile by the ignition of a propellant.

**Operator.** A person who operates, drives, controls, otherwise has charge of, or is in actual physical control of a mechanical mode of transportation or any other mechanical equipment.

**Pentagon Reservation.** Area of land and improvements thereon, located in Arlington, Virginia, on which the Pentagon Office Building, Federal Building Number 2, the Pentagon heating and sewage treatment plants, and other related facilities are located, including all roadways, walkways, waterways, and all areas designated for the parking of vehicles.

**Permit.** A written authorization to engage in uses or activities that are otherwise prohibited, restricted, or regulated.

**Possession.** Exercising direct physical control or dominion, with or without ownership, over property.

**State law.** The applicable and nonconflicting laws, statutes, regulations, ordinances, and codes of the state(s) and other political subdivision(s) within whose exterior boundaries the Pentagon Reservation or a portion thereof is located.

**Traffic.** Pedestrians, ridden or herded animals, vehicles, and other conveyances, either singly or together, while using any road, path, street, or other thoroughfare for the purposes of travel.

**Vehicle.** Any vehicle that is self-propelled or designed for self-propulsion, any motorized vehicle, and any vehicle drawn by or designed to be drawn by a motor vehicle, including any device in, upon, or by which any person or property is or can be transported or drawn upon a highway, hallway, or pathway; to include any device moved by human or animal power, whether required to be licensed in any state or otherwise.

**Weapons.** Any firearm, compressed gas, or spring-powered pistol or rifle; bow and arrow, crossbow, blowgun, spear gun, hand-thrown spear, slingshot, irritant gas device, explosive device, or any other implement designed to discharge missiles; or a weapon, device, instrument, material, or substance, animate or inanimate, that is used for or is readily capable of, causing death or serious bodily injury, including any weapon the possession of which is prohibited under the laws of the state in which the Pentagon Reservation or portion thereof is located; except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

### Applicability. (32 CFR 234.2)

The provisions of this part apply to all areas, lands, and waters on or adjoining the Pentagon Reservation and under the jurisdiction of the United States, and to all persons entering in or on the property. They supplement those penal provisions of Title 18, United States Code, relating to crimes and criminal procedures and those provisions of State law that are federal criminal offenses by virtue of the Assimilative Crimes Act, 18 U.S.C. 113.

### State law applicable. (32 CFR 234.3)

Unless specifically addressed by regulations in this part, traffic and the use of vehicles within the Pentagon Reservation are governed by State law.

### Admission to property. (32 CFR 234.4)

(a) Access to the Pentagon Reservation or facilities thereon shall be restricted in accordance with Department of Defense Administrative Instruction Number 30<sup>1</sup> in order to ensure the orderly and secure conduct of Department of Defense business. Admission to facilities or restricted areas shall be limited to employees and other persons with proper authorization.

<sup>1</sup>Forward written requests for copies of the document to the Directorate for Freedom of Information and Security Review, Rm 2C757, Pentagon, Washington D.C. 20301-1400.

(b) All persons entering or upon the Pentagon Reservation shall, when required and/or requested, display identification to authorized persons.

(c) All packages, briefcases, and other containers brought into, on, or being removed from facilities or restricted areas on the Pentagon Reservation are subject to inspection and search by authorized persons. Persons entering on facilities or restricted areas who refuse to permit an inspection and search will be denied entry.

(d) Any person or organization desiring to conduct activities anywhere on the Pentagon Reservation shall file an application for permit with the applicable Building Management Office. Such application shall be made on a form provided by the Department of Defense and shall be submitted in the manner specified by the Department of Defense. Violation of the conditions of a permit issued in accordance with this section is prohibited and may result in the loss of access to the Pentagon Reservation.

### Trespassing. (32 CFR 234.5)

(a) Trespassing, entering, or remaining in or upon property not open to the public, except with the express invitation or consent of the person or persons having lawful control of the property, is prohibited. Failure to obey an order to leave under paragraph (b) of this section or reentry upon property after being ordered to leave or not reentry under paragraph (b) of this section, is also prohibited.

(b) Any person who violates a Department of Defense rule or regulation may be ordered to leave the Pentagon Reservation by an authorized person. A violator's reentry may also be prohibited.

### Interfering with agency functions (32 CFR 234.6)

The following are prohibited:

(a) **Interference.** Threatening, resisting, intimidating, or intentionally interfering with a government employee or agent engaged in an official duty, or on account of the performance of an official duty.

(b) **Violation of a lawful order.** Violating the lawful order of a government employee or agent authorized to maintain order and control public access and movement during fire fighting operations, search and rescue operations, law enforcement actions, and emergency operations that involve a threat to public safety or government resources, or other activities where the control of public movement and activities is necessary to maintain order and public health or safety.

(c) **False information.** Knowingly giving a false or fictitious report or other false information

(1) To an authorized person investigating an accident or violation of law or regulation, or

(2) On an application for a permit.

(d) **False report.** Knowingly giving a false report for the purpose of misleading a government employee or agent in the conduct of official duties, or making a false report that causes a response by the government to a fictitious event.

### Disorderly conduct. (32 CFR 234.7)

A person commits disorderly conduct when, with intent to cause public alarm, nuisance, jeopardy, or violence, or knowingly or recklessly creating a risk thereof, such person commits any of the following prohibited acts:

(a) Engages in fighting or threatening, or in violent behavior.

(b) Uses language, an utterance, or gesture, or engages in a display or act that is obscene, physically threatening or menacing, or done in a manner that is likely to inflict injury or incite an immediate breach of the peace.

(c) Makes noise that is unreasonable, considering the nature and purpose of the actor's conduct, location, time of day or night, and other factors that would govern the conduct of a reasonably prudent person under the circumstances.

(d) Creates or maintains a hazardous or physically offensive condition.

(e) Impedes or threatens the security of persons or property, or which disrupts the performance of official duties by Department of Defense employees, or which obstructs the use of areas such as entrances, foyers, lobbies, corridors, concourses, offices, elevators, stairways, roadways, driveways, walkways, or parking lots.

### Preservation of property. (32 CFR 234.8)

The destruction of, or damage to, private property is prohibited. The creation of any hazard to persons or things, the throwing of articles of any kind from or at buildings or persons, improper disposal of rubbish, and open fires are prohibited.

### Explosives. (32 CFR 234.9)

(a) Using, possessing, storing, or transporting explosives, blasting agents or explosive materials is prohibited, except pursuant to the terms and conditions of a permit issued by the applicable Building Management Office. When permitted, the use, possession, storage and transportation shall be in accordance with applicable Federal and State laws.

(b) Using or possessing fireworks or firecrackers is prohibited, except in designated areas under such conditions as may be established by the applicable Building Management Office or pursuant to the terms and conditions of a permit issued by the applicable Building Management Office, and in accordance with applicable State law.

(c) Violation of the conditions established by the applicable Building Management Office or of the terms and conditions of a permit issued in accordance with this section is prohibited and may result in the loss of access to the Pentagon Reservation.

### Weapons. (32 CFR 234.10)

(a) Except as otherwise authorized under this section, the following are prohibited:

(1) Possessing a weapon.

(2) Carrying a weapon.

(3) Using a weapon.

(b) This section does not apply to any agency or Department of Defense component that has received prior written approval from the Defense Protective Service to carry, transport, or use a weapon in support of a security or law enforcement purpose while on the Pentagon Reservation.

### Alcoholic beverages and controlled substances. (32 CFR 234.11)

#### (a) Alcoholic beverages.

The use of alcoholic beverages or the possession of an open container of an alcoholic beverage within the Pentagon Reservation is prohibited unless authorized by the Director, Washington Headquarters Services, or his designee, or the Heads of the Military Departments, or their designees. Written notice of such authorizations shall be provided to the Defense Protective Service.

#### (b) Controlled substances.

The following are prohibited:

(1) The delivery of a controlled substance, except when distribution is made by a licensed physician or pharmacist in accordance with applicable law. For the purposes of this paragraph, delivery means the actual, attempted, or constructive transfer of a controlled substance.

(2) The possession of a controlled substance, unless such substance was obtained by the possessor directly from, or pursuant to a valid prescription or order by, a licensed physician or pharmacist, or as otherwise allowed by Federal or State law.

(3) Presence on the Pentagon Reservation when under the influence of alcohol, a drug, or a controlled substance to a degree that may endanger oneself or another person, or damage property is prohibited.

#### Restriction on animals. (32 CFR 234.12)

Animals, except guide dogs for persons with disabilities, shall not be brought upon the Pentagon Reservation for other than official purposes.

#### Soliciting, vending, and debt collection. (32 CFR 234.13)

Commercial or political soliciting, vending of all kinds, displaying or distributing commercial advertising, collecting private debts or soliciting alms upon the Pentagon Reservation is prohibited. This does not apply to:

(a) National or local drives for funds for welfare, health, or other purposes as authorized by 5 CFR parts 110 and 950, Solicitation of Federal Civilian and Uniformed Services Personnel for Contributions to Private Voluntary Organizations, issued by the U. S. Office of Personnel Management under Executive Order 12353, 3 CFR, 1982 Comp., p. 139, as amended.

(b) Personal notices posted on authorized bulletin boards, and in compliance with building rules governing the use of such authorized bulletin boards, advertising to sell or rent property of Pentagon Reservation employees or their immediate families.

(c) Solicitation of labor organization membership or dues authorized by the Department of Defense under the Civil Service Reform Act of 1978.

(d) Licensees, or their agents and employees, with respect to space licensed for their use.

(e) Solicitations conducted by organizations composed of civilian employees of the Department of Defense or members of the uniformed services among their own members for organizational support or for the benefit of welfare funds for their members, after compliance with the requirements of section 234.4(d).

#### Posting of materials. (32 CFR 234.14)

Posting or affixing materials, such as pamphlets, hand-bills, or fliers on the Pentagon Reservation is prohibited except as provided by section 234.13(b) or when conducted as part of activities approved by the applicable Building Management Office under section 234.4(d).

#### Use of visual recording devices. (32 CFR 234.15)

The use of cameras or other visual recording devices in restricted areas or in internal offices must be approved by the Department of Defense component occupying the space. Photographs for advertising or commercial purposes may only be taken with the permission of the Office of the Assistant to the Secretary of Defense for Public Affairs.

#### Gambling. (32 CFR 234.16)

Gambling in any form, or the operation of gambling devices, is prohibited. This prohibition shall not apply to the vending or exchange of chances by licensed blind operators of vending facilities for any lottery set forth in a State law and authorized by the provisions of the Randolph-Sheppard Act (20 U.S.C. 107, et seq).

#### Vehicles and traffic safety. (32 CFR 234.17)

##### (a) Open container of alcoholic beverage.

(1) Each person within a vehicle is responsible for complying with the provisions of this section that pertain to carrying an open container. The operator of a vehicle is the person responsible for complying with the provisions of this section that pertain to the storage of an open container.

(2) Carrying or storing a bottle, can, or other receptacle containing an alcoholic beverage that is open or has been opened, or whose seal is broken, or the contents of which have been partially removed, within a vehicle on the Pentagon Reservation is prohibited.

##### (3) This section does not apply to:

(i) An open container stored in the trunk of a vehicle or, if a vehicle is not equipped with a trunk, in an open container stored in some other portion of the vehicle designed for the storage of luggage and not normally occupied by or readily accessible to the operator or passengers; or

(ii) An open container stored in the living quarters of a motor home or camper.

(4) For the purpose of paragraph (a)(3)(i) of this section, a utility compartment or glove compartment is deemed to be readily accessible to the operator and passengers of a vehicle.

##### (b) Operating under the influence of alcohol, drugs, or controlled substances.

(1) Operating or being in actual physical control of a vehicle is prohibited while:

(i) Under the influence of alcohol, a drug or drugs, a controlled substance or controlled substances, or any combination thereof, to a degree that renders the operator incapable of safe operation; or

(ii) The alcohol concentration in the operator's blood or breath is 0.08 grams or more of alcohol per 100 milliliters of blood or 0.08 grams or more of alcohol per 210 liters of breath. Provided, however, that if State law that applies to operating a vehicle while under the influence of alcohol establishes more restrictive limits of alcohol concentration in the operator's blood or breath, those limits supersede the limits specified in this paragraph.

(2) The provisions of paragraph (b)(1) of this section shall also apply to an operator who is or has been legally entitled to use alcohol or another drug.

##### (3) Tests.

(a) At the request or direction of an authorized person who has probable cause to believe that an operator of a vehicle within the Pentagon Reservation has violated a provision of paragraph (b)(1) of this section, the operator shall submit to one or more tests of the blood, breath, saliva, or urine for the purpose of determining blood alcohol, drug, and controlled substance content.

(ii) Refusal by an operator to submit to a test is prohibited and may result in detention and citation by an authorized person. Proof of refusal may be admissible in any related judicial proceeding.

(iii) Any test or tests for the presence of alcohol, drugs, and controlled substances shall be determined by and administered at the direction of an authorized person.

(iv) Any test shall be conducted by using accepted scientific methods and equipment of proven accuracy and reliability operated by personnel certified in its use.

##### (4) Presumptive levels.

(i) The results of chemical or other quantitative tests are intended to supplement the elements of probable cause used as the basis for the arrest of an operator charged with a violation of this section. If the alcohol concentration in the operator's blood or breath at the time of the testing is less than the alcohol concentration specified in paragraph (b)(1)(ii) of this section, this fact does not give rise to any presumption that the operator is or is not under the influence of alcohol.

(ii) The provisions of paragraph (b)(4)(i) of this section are not intended to limit the introduction of any other competent evidence bearing upon the question of whether the operator, at the time of the alleged violation, was under the influence of alcohol, a drug or drugs, or a controlled substance or controlled substances, or any combination thereof.

#### Enforcement of parking regulations. (32 CFR 234.18)

Parking regulations for the Pentagon Reservation shall be enforced in accordance with Department of Defense Administrative Instruction Number 88<sup>2</sup> and State law. A vehicle parked in any location without authorization, or parked contrary to the directions of posted signs or markings, shall be subject to removal at the owner's risk and expense, in addition to any penalties imposed. The Department of Defense assumes no responsibility for the payment of any fees or costs related to such removal which may be charged to the owner of the vehicle by the towing organization. This section may be supplemented from time to time with the approval of the Director, Washington Headquarters Services, or his designee, by the issuance and posting of such parking directives as may be required, and when so issued and posted such directive shall have the same force and effect as if made a part hereof.

<sup>2</sup> See footnote 1 to section 234.4(a).

#### Penalties and effect on other laws. (32 CFR 234.19)

(a) Whoever shall be found guilty of willfully violating any rule or regulation enumerated in this part is subject to the penalties imposed by federal law for the commission of a Class B misdemeanor offense.

(b) Whoever violates any rule or regulation enumerated in this part is liable to the United States for a civil penalty of not more than \$1,000.

(c) Nothing in this part shall be construed to abrogate any other Federal laws.



# WASHINGTON HEADQUARTERS SERVICES

## **Pentagon Building Management Special Events Office**

The Pentagon Building Management Special Events Office coordinates permit reviews of, and schedules, ceremonies, performances and special events on the Pentagon Reservation. To accomplish this, Special Events reviews and processes activity and installation permit requests; provides requesters with the complete collection of published policies, procedures, directives, and guidelines for use of interior and exterior public space as related to exhibits, displays, special events, and performances; processes and issues permits for such requests to insure compliance with all applicable public law, life safety and operational configuration management requirements. Permit types include ceremonial requests, construction, cable pull, wireless, wreath laying and other space use requests.

### **How to Apply for a Permit:**

Background on Governing Regulations:

The use of public space is regulated by 32 CFR, Part 234, Conduct on the Pentagon Reservation. Space use permits are covered in paragraph 234.3, specifically:

(d) Any person or organization desiring to conduct activities anywhere on the Pentagon Reservation shall file an application for permit with the applicable Building Management Officer or Installation Commander. Such application shall be made on a form provided by the Department of Defense specified by the Department of Defense. Violation of the conditions of a permit issued in accordance with this section is prohibited and may result in the loss of access to the Pentagon Reservation.

**A ceremony, event, construction, cable pull, or space use of any type is not authorized to occur anywhere in the public spaces of the Pentagon Reservation without a fully coordinated, approved permit, with an authorized Building Manager digital signature in block 9 of the DD Form 2798.**

### **The Application Process:**

Individuals or organizations requiring use of public space for any reason must submit a request for the event/space use on a Department of Defense (DoD) Form 2798, Application/Permit for Use of Space on the Pentagon Reservation.

The DD Form 2798 should be submitted via email, mail, or in person, to the Pentagon Building Management Office:

***Special Events Office, Room 2E122  
Pentagon, Washington, DC 20301-1155  
Email to: [WHS.SpecialEvents@mail.mil](mailto:WHS.SpecialEvents@mail.mil)  
Phone: (703) 697-7351***

Requests are made by providing the following information:

- A cover memo on agency letterhead that explains the request in detail to include:
  - The purpose of the activity, location, room number, hallway, corridor, etc.
  - A layout/drawing of where the activity will occur and clearly depicting how public space and tenants will be impacted/affected.
  - A complete list of equipment and logistics support required to support the event and/or execute the project and who will provide it.
- A DD Form 2798, both pages 1 and 2 (leave block 9 blank, that is for the Pentagon approving authority signature).
- Other support documentation as determined by Fire, Safety, Police, Operations & Maintenance, Structural, Electrical, and other experts as required depending on the permit type and complexity.

Many ask how long a permit takes to be approved and the answer is 1-2 weeks depending on the event (longer if more coordination and review is required). Several factors influence the length of time a review takes. The most significant factor is complexity of the project, followed closely by whether all required supporting documentation was submitted with the original permit request or if new, revised or additional support documentation is required from the requester.

For more information on the permit request process, please contact one of the Special Events Coordinators at 703-697-7351 or stop by Room 2E122, in the Pentagon.