



User Manual for the R.I.S.E. Demonstration Center

Updated March 18, 2016

1. OVERVIEW

1.1. This document summarizes many of the Federal and District laws and regulations, as well as the rules, policies and conditions adopted by the Office of the Deputy Mayor for Planning and Economic Development (“DMPED”), governing the permitted activities at DMPED Facilities (collectively, the “Permit Conditions”).

1.2. Failure to adhere to any of the Permit Conditions shall be grounds for denial and/or cancellation of a permit and in some cases may constitute a violation of law, subject to penalty. By applying for a permit through DMPED the Applicant, on behalf of itself, and, if applicable, its employees, contractors, vendors, representatives, agents, volunteers, participants, guests, and exhibitors (collectively, the “applicant’s representatives”) agrees to comply with and strictly adhere to the Permit Conditions (and to ensure that the applicant’s representatives understand and adhere to the Permit Conditions) and to otherwise comply with all applicable laws and regulations governing activities at DMPED facilities. This includes, but is not limited to, Chapter 14 of Title 2 of the D.C. Official Code, which is entitled “Human Rights” which prohibits a DMPED permittee from discrimination for any reason other than that of individual merit, including, but not limited to, discrimination by reason of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income, status as a victim of an interfamily offense, and place of residence or business.

1.3. In some cases (e.g., if food will be served at an event; if the event will be co-located at a DMPED site and a site under the jurisdiction of another agency; if an event expects to attract large crowds or street closures may be necessary; etc.), it may be necessary for the applicant to obtain additional permits and/or licenses from another District or Federal agency, such as the Department of Health, the District



Consumer Regulatory Authority, the Department of General Services, the Metropolitan Police Department, the Homeland Security and Emergency Management Agency, the Fire and Emergency Medical Services, or other agencies. It is the applicant's responsibility to contact any such agency and determine whether such additional permit or license is required. Applicant must submit copies of all such additional required permits or licenses to DMPED prior to DMPED issuing its permit at DMPED's address, which is **1350 Pennsylvania Ave., NW | Washington, D.C. 20004 | P: (202) 727-6365 www.dmped.dc.gov**.

1.4. If the applicant is a corporation, organization or other group, the individual completing and signing the permit application must be a legally authorized agent of such corporation, organization, or other group.

2. REGULATIONS FOR ALL PERMITS

The following Permit Conditions apply to all permits:

2.1. COMMERCIAL USE

2.1.1. Vending, commercial uses, activities generating private profit and money raising of any kind are all strictly prohibited on DMPED property, except and to the extent expressly allowed by law and approved by the applicable governmental authority. Any such authorized activity shall be strictly subject to DMPED rules and policies regarding such activity.

2.1.2. Unauthorized commercial use of DMPED site shall result in immediate revocation of all applicable District permits.

2.2. CAMPAIGN ACTIVITIES

2.2.1. Use of DMPED property for campaign events of any type is prohibited. No District resources or sites including, but not limited to DMPED facilities, shall be used to support or oppose any candidate for elected office, whether partisan or nonpartisan, or to support or oppose any initiative, referendum, or recall measure, including a charter amendment referendum.

2.2.2. On occasion, a DMPED site may be used as an election site upon DMPED approval. Users should contact the District's Board of Election and Ethics to understand the rules regarding the placement of campaign signs near election sites.



2.3. PROHIBITED ACTIVITIES

2.3.1. No bonfires or open flame devices.

2.3.2. No parking and/or driving on grass, athletic fields, recreation courts, play areas, service roads or pathways. Violation may result in citation, other penalty, and for revocation of permits.

2.3.3. It is not permitted for anyone to use DMPED property, including designated parking areas, for the purpose of performing non-emergency automotive work, including but not limited to, vehicle maintenance, repairs or cleaning.

2.3.4. Gambling, the possession or use of illegal substances, and the possession or use of explosives, firecrackers, or firearms (or weapons of any type), on DMPED or District of Columbia property is prohibited.

2.3.5. Smoking is prohibited in DMPED facilities.

2.3.6. No golfing on DMPED property.

2.3.7. It is a violation to engage in disorderly behavior on DMPED property. The applicant is responsible for the conduct of anyone in attendance at the permitted event and will be liable for damages to persons or property arising from such conduct.

2.3.8. No camping or overnight use of any DMPED facility is allowed.

2.4. DOGS

2.4.1. Pursuant to District law, no person owning, keeping or having custody of a dog in the District shall permit the dog to be on any public space in the District, unless the dog is firmly secured by a substantial leash. The leash shall be held by a person capable of managing the dog.

2.4.2. No dogs are permitted, with the exception of registered service dogs, on natural turf or synthetic turf fields, athletic courts, pools and pool areas, or playground areas.

2.5. GRILLING/FOOD

2.5.1. Absolutely NO grilling of any kind is allowed on grass fields.

R.I.S.E.

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2.5.3. No person shall kindle, build, maintain or use a fire in any place, portable receptacle or grill.

2.5.4. In NO event shall open or ground camp fires be allowed on any DMPED property.

2.5.5. Fires are prohibited by DMPED

2.6. INCLEMENT WEATHER

2.6.1. DMPED reserves the right to cancel or suspend outdoor facility and field use, including uses subject to an issued permit, for games, practices and other uses, whenever DMPED determines in DMPED's sole discretion that field conditions might result in damage to the fields or injury to players.

2.6.2. Permits may also be cancelled when the health or safety of participants is threatened due to existing or predicted conditions, including but not limited to heavy rains, thunderstorms, and air quality alerts or equipment failure (e.g., lighting failure, etc.).

2.6.3. DMPED and/or the Metropolitan Police Department enforce field closure notices, and if groups are found using closed fields, the permit holder may be charged for the cost to repair the field and may incur other penalties. Additionally, if DMPED determines that a permit holder has violated the field closure notice, applicant's permit may be revoked and that organization's or group's ability to acquire future permits shall be under review.

2.6.4. DMPED reserves the right to cancel or relocate an event due to poor weather and/or grass conditions prior to or on the day if DMPED determines that the event that may cause excessive damage to the site location. Please refer to DMPED's inclement weather policy for further details on when and why closures occur.

2.6.5. Should an event not take place due to inclement weather conditions or unforeseen act, a credit will be issued in the form of one rain date during the current permitting period of the calendar year ONLY. Applicant is required to contact DMPED within 7 days of the rainout to schedule the make-up date.

2.6.6. The rain date will be dependent on space availability or an alternate available comparable location may be negotiated. NO REFUNDS will be given if a permit is cancelled or rescheduled for another date.

2.7. PERMIT HOLDER ASSIGNMENT

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2.7.1. Permit Applications and Permits are non-transferable and may not be re-assigned to another applicant.

2.7.2. Permits cannot be sold or resold.

2.7.3. Any violation of this provision may result in revocation of all permits issued to applicant.

2.8. AMENDMENTS AND REVISIONS

2.8.1. It is the responsibility of the applicant to properly inform DMPED of any and all amendments and/or revisions to the original permit application. The applicant must inform DMPED upon the immediate discovery of the need for such amendments and/or revisions. All amendments and/or revisions must be made in writing and are subject to the review and approval of DMPED. Some changes may incur additional fees. Except as set forth below for permitted events, proposed amendments and revisions to permit application must be received by DMPED at least 14 days prior to the date of the event.

2.9. OTHER USE RESTRICTIONS

2.9.1. DMPED reserves the right to revoke or temporarily suspend a permit, or to change the permit location. DMPED and Campus security retain the right to revoke any permit without prior notice for reasons of public safety, field condition, or possible damage to property.

3. PAYMENT AND REFUNDS

3.1. PAYMENT PROCESS

3.1.1. DMPED does not accept cash.

3.1.2. Failure to submit payment and requested documentation prior to invoice deadlines may result in denial of a permit application request.

3.1.3. Payments may be made by cashier's check, money order, personal check, and company check, Visa, Master Card and Discover.

3.1.4. Business, organization and personal checks are accepted. Payments made after posted due date must be made with credit card, cashier's check or money order.

3.1.5. Credit card payments can be made via the online license system. (Use www.stelizabethseast.com/rent-space)

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3.1.7. Checks must be made payable to: DC Treasurer.

3.1.8. Daily licenses include 8 total hours, including hours for setup and tear-down. Use agreed upon terminology.

3.2. CANCELLATIONS AND REFUNDS

3.2.1. All cancellation requests MUST be submitted in writing (email, fax, or letter) to the DMPED permit office.

3.2.2. If a license deposit has been made, and a cancellation request transmitted, and the license agreement has been signed at least 10 business days before the event, a refund of the deposit will be processed, and the license cancelled, but no refund of any permit fees shall be processed.

3.2.3. If the full payment has been made to reserve the space, and the license agreement has not been signed by the designated DMPED official, a refund of the deposit will be processed.

3.2.4. If a deposit or full payment has been made, and the license agreement has been signed by both parties, and a cancellation noted, there will be no guarantee the licensee will receive a refund for the permit fee.

3.2.5. Please note that refunds will not be processed immediately and that the amount of time it will take to return of funds varies.

3.2.6. Daily license prices include 8 total hours, including hours for setup and tear-down.

3.2.7. Please note, a discounted license rate (50%) is provided to individuals, non-profits, and government agencies.

4. ADDITIONAL SPECIAL EVENT PERMIT REGULATIONS

4.1. LICENSE AGREEMENT REQUIREMENT

4.1.1. All events, regardless of type, require that the applicant execute a license agreement with DMPED.

4.2. LARGE EVENTS

4.2.1. Events at one of DMPED's facilities with more than 150 participants are considered Special Events.

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4.2.2. DMPED reserves the right to apply additional restrictions to such events, including, but not limited to, requiring applicant to obtain consent from the local ANC and/or additional licenses or permission from Fire and Emergency Medical Services, Metropolitan Police Department, District of Columbia Department of Regulatory Affairs, Department of Health, or any other applicable District agency with jurisdiction over any aspect of the planned event.

4.3. PERMITTED EVENT HOURS

4.3.1. Event times are restricted to the posted operating hours of the applicable facility, unless otherwise specified in the permit. DMPED decisions regarding event times are final.

4.3.2. In the event of an emergency during an event, Applicant should call 911.

4.3.3. Permit holders must adhere to the event start and end times set forth on the permit document. Failure to comply with this requirement may result in the revocation of the permit and denial of future permits.

4.3.4. DMPED reserves the right to revoke a permit if the facility is reserved but not used.

4.3.5. If access to a facility is necessary for set---up or tear---down either before or after public hours, the applicant may be charged a fee to cover all costs associated with the request.

4.4. ADVERTISING AND MARKETING

4.4.1. ALL costs incurred promoting and marketing the event prior to or after the issuance of an approved permit shall be borne solely by the applicant and DMPED shall not be responsible for any costs or expenses incurred by the applicant or applicant's representatives, including in the event of a denial or cancellation of a permit.

4.4.2. Generally, advertising and signage recognizing or supporting specific individuals, products, services, and/or entities is prohibited on DMPED property.

4.4.3. Applicant is responsible for contacting DMPED at the time of submitting the permit application to discuss any issues regarding advertising, sponsorship and/or signage.

4.5. EQUIPMENT

4.5.1. DMPED does NOT provide equipment such as portable toilets, tents, canopies, fencing or other equipment.

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4.5.2. Applicant is responsible for all set-up, clean-up and tear-down of all equipment required for an event.

4.5.3. Amenities and event features are provided at the sole expense and risk of the Applicant. Applicant may be required to provide insurance for the event, including, but not limited to, general liability insurance, in amounts required by DMPED and naming DMPED and the District of Columbia Government as additional insureds.

4.5.4. Costs incurred in acquiring necessary permits, certifications, plans, insurance and all other documentation, as required by DMPED, District of Columbia and the United States of America, are at the sole expense and risk of the Applicant.

4.6. AMPLIFIED SOUND

4.6.1. Amplified sound must be directed away from residences and must comply with city regulations and not exceed 60 decibels at nearby residences. The proposed location of the sound system, direction of sound and location of all speakers must be identified on your application.

4.6.2. Amplified sound can be rented through DMPED. Please see Equipment License fee for amount.

4.6.3. All use of amplified sound must be pre-approved by DMPED.

4.6.4. Amplified sound is NOT allowed on federally owned lands. Applicant is responsible for contacting DMPED prior to submitting a permit to determine which sites allow amplified sound.

4.6.5. DMPED reserves the right, in DMPED's sole discretion, to require applicant to obtain the approval of the local Advisory Neighborhood Commission ("ANC") to host an event that involves amplified sound.

4.7. BANNERS AND SIGNAGE

4.7.1. Fastening or attaching any sign, banner, flier or other object to any tree, shrub or feature on DMPED property is strictly prohibited. See section 6 for banner and signage regulations related to showmobiles.

4.7.2. DMPED reserves the right to approve or disapprove any sign prior to installation.

4.7.3. Any unapproved signage may be removed without notice at Applicant's sole cost.

4.8. BARRICADES

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4.8.1. DMPED does NOT provide barricades for any event.

4.8.2. If barricades are required by law or another District agency, all permits obtained from other agencies MUST be presented to DMPED prior to the issue of a DMPED permit.

4.9. REFUSE COLLECTION AND CLEAN-UP

4.9.1. Permit applicants will be notified if they need to provide additional trash/recycling receptacles and/or removal service by a professional waste hauler. Fees may apply and will be the responsibility of the Applicant.

4.9.2. If the permit applicant is required to provide dumpsters for its event, dumpsters must be placed in locations approved in advance by DMPED and on a hard surface such as asphalt or concrete or other surface approved by DMPED in writing.

4.9.3. Permit applicants must provide a Site Map where ALL dumpsters, trash bins and recycling containers are proposed to be located.

4.9.4. At no time are dumpsters permitted on grass.

4.9.5. All trash and debris must be placed in trash bags and in the trash receptacles at the conclusion of the event. If the property is not appropriately cleaned, the event deposit will be forfeited by the permit holder.

4.9.6. Permit applicant or applicant's representatives, as the case may be, shall be responsible for any damage caused by the installation or removal of dumpsters and trash receptacles.

4.10. MEDICAL SERVICES

4.10.1. Additional rules may apply for large events (250 or more participants), including a requirement to provide emergency, safety and security plans.

4.10.2. FEMS mandates that all streets remain accessible to emergency vehicles and equipment at all times via a minimum 20 ft. dedicated and unobstructed emergency lane, and/or as may be further determined by FEMS.

4.10.3. An essential requirement when planning a special event is the adequate provision of first aid and/or emergency medical services.

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4.10.4. It is imperative that normal emergency medical services operations for the city are not hindered by the staging of a special event.

4.10.5. The Department of Fire and EMS and Department of Health may require a review and approval of your plans for first aid and/or emergency medical services to ensure that provisions are in place for coverage by proper licensed/certified personnel.

4.10.6. To ensure safety of persons attending a special event, the Emergency Medical Service provider (if services are not provided by FEMS) must be able to initiate an Incident Action Plan (as required by the U.S. Department of Homeland Security), or such other plan as is required by applicable law or regulation, that is appropriate for the event.

4.10.7. All permits obtained from other agencies MUST be presented to DMPED prior to the issuance of a DMPED permit.

4.11. OTHER STRUCTURES

4.11.1. Installation of structures on DMPED property is not allowed without express written authorization.

4.11.2. Applicant may be required to obtain insurance in connection with any structure that will be placed on DMPED property, including, but not limited to, statues, walls or anything that has to be built, fastened, or erected.

4.11.3. All permits obtained from other agencies MUST be presented to DMPED prior to the issue of a permit.

4.11.4. ALL structures MUST be included on Site Map.

4.12. PORTABLE TOILETS

4.12.1. A portable toilet is required for outdoor events larger than 150 guests.

4.12.2. Applicant must provide one toilet for every 150 guests.

4.12.3. Portable toilets must be handicap accessible.

4.12.4. A copy of the contract for portable toilets must be submitted to DMPED before the permit is issued.

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4.12.5. All portable toilets must be located on a flat hard surface, which may include, but not limited to, asphalt, concrete or plywood. Any other location must be approved by DMPED in advance of the event.

4.12.6. Location of portable toilets must be approved by DMPED prior to delivery.

4.12.7. Unless otherwise specified, portable toilets are only permitted to be delivered a maximum of 24 hours prior to the event.

4.12.8. Unless otherwise specified, all portable toilets MUST be removed from DMPED property within 24 hours after the event.

4.12.9. Permit applicant or applicant's representatives, as the case may be, shall be responsible for any damage caused by the installation or removal of toilets.

4.13. EVENTS ADJACENT TO RESIDENTIAL COMMUNITIES (ANC APPROVAL)

4.13.1. In cases where an event may disturb residents in the surrounding community due to noise, music volume, traffic, parking burdens, or otherwise, as reasonably determined by DMPED, DMPED may require an applicant to obtain a letter of support for the event from the Advisory Neighborhood Commission presiding over that specific area (see anc.dc.gov for applicable ANC), prior to issuing a permit.

4.13.2. The DMPED permit office will make the determination on whether or not an ANC letter is required.

4.14. SECURITY PLAN

4.14.1. Depending on the size and activities of your proposed event, DMPED may require the presence of security personnel. You will be notified by DMPED in such event.

4.14.2. Applicants are responsible for the actions and conduct of any and all persons and organizations involved with and/or attending the permitted event.

4.14.3. The applicant is responsible for and will bear all costs related to policing, cleaning and repairing any damage to, the property upon conclusion of the event or activity and will reimburse DMPED for any such costs incurred by DMPED.

4.14.4. For more information on how to prepare security plan, please contact the Metropolitan Police Department Special Operations Division at (202) 671-6522 or visit their website at mpdc.dc.gov.

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4.15. STAGES AND/OR PLATFORMS AND OTHER STRUCTURES

4.15.1. Some structures, such as large stages/platforms, may require a separate building permit from DCRA (202-442-4400).

4.15.2. If a building permit is required, a letter from DMPED verifying the number and sizes of stages/platforms will be needed before DCRA will issue a permit.

4.15.3. A copy of all permits issued by DCRA must be submitted to DMPED prior to your event; otherwise, a permit will not be issued. Therefore, please plan accordingly by submitting all appropriate paperwork to all agencies on time.

4.15.4. Include sizes and quantities of individual structures.

4.15.5. A separate sheet with this information may be attached.

4.15.6. DMPED does have some platforms/stages for rent but they are not suitable for dancing or stepping. Please see Equipment License fee schedule on DMPED's website for more information.

4.16. STREET CLOSURES OR USE OF PUBLIC RIGHT-OF-WAY

4.16.1. DMPED does NOT issue permits for use of any public right-of-way.

4.16.2. If your event is requesting the closure of/use of a public street or public way (including sidewalks or street crossings) you must obtain approval and all necessary permits from the applicable District agencies.

4.16.3. A letter of approval from the local ANC endorsing the event MUST be presented to DMPED before a permit can be issued.

4.16.4. For more information regarding District requirements please contact the Homeland Security and Emergency Management Agency (HSEMA) at (202)727-6161.

4.17. TENTS AND CANOPIES

4.17.1. Use of certain tents may require applicant to obtain a permit from DCRA. You should contact DCRA at (202) 442-4400 for more information and to understand the latest laws, regulations and rules regarding such issues.

R.I.S.E.

DEMONSTRATION CENTER

4.17.2. If you are planning to erect tents or canopies, describe and give the quantity of tents and/or canopies, along with the sizes of each. A separate sheet with this information may be attached to your application.

4.17.3. DMPED must be aware of the type and location of all tents and canopies before the permit is issued.

4.17.4. The applicant is responsible for any damages caused to DMPED property/facility and must consult DMPED staff prior to installation.

4.17.5. Staking of tents and canopies may be prohibited.

4.18. TRANSPORTATION

4.18.1. In some instances DMPED will require that the applicant provide a transportation plan that explains how participants/spectators will get to and from the proposed event location.

4.18.2. DMPED recommends you inform event participants/spectators of alternative modes of transportation that will reduce traffic congestion such as bus, train, bicycle, carpooling, shuttles, etc.

4.18.3. Your description must identify proposed parking locations with recommended routes, public transportation modes and routes and alternative modes of travel.

4.18.4. You must also describe how you will inform participants/spectators about appropriate travel recommendations that will easily and safely guide them to your proposed event location.

4.18.5. If you are planning a walk/run event, please provide sufficient time for registration and be mindful of the below restrictions on commercial use, vending and money-raising.

4.18.6. Parking is not allowed on DMPED property except in designated parking lots and only in connection with the use of DMPED sites. Overnight parking is NOT allowed.

4.18.7. All permits obtained from other agencies MUST be presented to DMPED prior to the issue of a permit.

5. R.I.S.E. DEMONSTRATION CENTER FACILITY REQUIREMENTS

5.1. Visitor Rules and Regulations

R.I.S.E.

DEMONSTRATION CENTER

5.1.1. While at the R.I.S.E. Demonstration Center, the R.I.S.E. Demonstration Center operations and facilities manager (“Facilities Manager”) will be available to provide you with any additional information regarding the R.I.S.E. Demonstration Center policies and procedures. If you are visiting the R.I.S.E. Demonstration Center in hopes to plan an event there, please request a tour with the R.I.S.E. Demonstration Center Facilities Manager.

5.2. Event Hours

5.2.1 Events may be held between 9:00 AM and 9:00 PM. Licenses are hourly and daily.

5.2.2 Higher rates may apply for evening events between 5:00 PM and 9:00 PM (including move-in and move-out time).

5.2.3 Event license rates include set-up and tear-down times.

5.3. Requesting Space at the R.I.S.E. Demonstration Center

5.3.1. Go to www.stelizabethseast.com/rent-space and review the license process directions.

5.3.2. Select the link to the license system for your relevant group (private third party, interagency, non-profit/individual) at the bottom of the page.

Review the booking calendar on Page 1 to make sure that the date and time you wish to request is open and available. The online booking system tentatively books the space that you request – the request is not complete until all steps are fulfilled.

5.3.3. We encourage you to reach out to our operations manager to schedule a site tour and coordinate any set-up and breakdown needs for the event.

5.3.4. Please print, sign, and submit your license agreement from the booking system and submit the agreement to DMPED through email or the website at least 10 business days before the event.

5.3.5. Pay the license fee by credit card, money order, or certified check at least 3 business days before the event.

5.3.6. Wait to receive your signed license agreement, which should be executed no later than 3 business days prior to the event. The reservation is only complete with a FULLY executed license agreement. Please refrain from any advertising, marketing, public relations, booking any entertainment, or services

R.I.S.E.

DEMONSTRATION CENTER

until you receive the FULLY executed license agreement. Marketing and promotion of events is explicitly prohibited without a fully executed license agreement

5.3.7. Additional requirements and fees apply to “Special Events,” after hour events, and events serving alcohol. Please contact DMPED to determine whether your event qualifies as a special event.

Any violation of this rule without express written permission by DMPED may result in the cancellation of the event and/or other penalties.

5.4. Alcohol Policy

5.4.1. We reserve the right to deny entry to guests that appear to be intoxicated. Any intoxicated guests causing a disturbance during an event, will be asked to leave the facility and may be subject to arrest

5.4.2. Alcohol is only permitted if explicitly allowed under the License Agreement, the appropriate levels of insurance are in place and the permittee has secured all required permits for the service of alcohol.

5.4.3. For additional information on licenses required for the service of alcohol, contact the Alcoholic Beverage Regulation Administration (ABRA) at (202) 442-4423 or <http://abra.dc.gov/page/licensing>. Please note that applications for ABRA licenses for Special Events must be filed with ABRA no less than 14 days prior to the event.

5.4.4. Proof of ABRA license or catering licenses is due with the license agreement for events involving alcohol.

5.5. Liability and Miscellaneous Provisions

5.5.1 The District reserves the right to amend, supplement, or otherwise change these rules at any time. Waivers of the R.I. S.E. Demonstration Center rules must be noted in the license agreement.

5.5.2. Event Organizer agrees to accept the District authorized representative’s decisions as final in any dispute between Event Organizers, or between an Event Organizer and member of the general public.

5.5.3. The R.I. S.E. Demonstration Center Representatives shall have the right to contact security and law enforcement authorities if any Event Organizer does not comply with the District’s authorized representative’s decision to require the Event Organizer to vacate the campus.

5.5.4. Any Event Organizer that uses a third party to assist with their exhibit to set up and/or tear-down will do so at his or her own risk and will be held responsible for any damage to the Event Organizer’s

R.I.S.E.

DEMONSTRATION CENTER

merchandise, vending space, the R.I. S.E. Demonstration Center (including any damage to landscaping within the R.I. S.E. Demonstration Center) resulting from use by the third party.

5.5.5 Event Organizers are responsible for any damage caused by the food truck or the food vendor.

5.5.6. The District shall not be responsible for any damage caused by weather, other Event Organizers, customers, or customer's pets.

5.5.7. Each Event Organizer understands and agrees that the District may allow the Event Organizer to use of the R.I.S.E. Demonstration Center by the District's authorized representative, and conveys no additional rights to the Event Organizer.

5.6. General License Requirements

5.6.1. ALL LICENSE DOCUMENTS ARE DUE TO NO LESS THAN 10 BUSINESS DAYS PRIOR TO THE EVENT. YOUR EVENT WILL NOT BE CONFIRMED UNTIL A FULLY EXECUTED LICENSE AGREEMENT IS IN PLACE. MARKETING AND PROMOTION OF EVENTS IS EXPLICITLY PROHIBITED WITHOUT A FULLY EXECUTED LICENSE AGREEMENT.

5.6.2. License agreements are required for all events, and each event is subject to the District's review and approval. Please note that additional time will be required for events where special events permits are required.

5.6.3. The District reserves the right to deny applications for any reason, including potentially controversial events.

5.6.4. License agreements do not include provision for inclement weather dates; alternative dates will be handled on a case-by-case basis.

5.6.5. Events may be booked up to 6 months in advance.

5.6.6. Events will be marked on the calendar as tentative until a deposit and the license is approved by the District and license agreement is fully executed.

5.6.7. For a requested event, the Event Organizer has 10 business days to execute and submit a signed license agreement with the deposit to the District. After 10 business days, the event will be removed from the calendar.

R.I.S.E.

DEMONSTRATION CENTER

5.6.8. All event details, including set-up, deliveries and clean-up schedules must be provided in writing no more than 5 business days prior to the event and approved by the District. All license furniture, decor, etc. must be dropped off and picked up the same day as an event, or before 9:00 AM the following morning. Exceptions are permitted with prior approval of the District.

5.6.9. All District of Columbia laws apply to use of the R.I.S.E. Demonstration Center.

5.7. Event Organizer Conduct

5.7.1. Event Organizers shall adhere to all directions of the R.I.S.E. Manager's directives and these rules and regulations. The District reserves the right to take action on any and all activities conducted by the Event Organizer that may be contrary to the public interest, interferes with the operations of the R.I. S.E. Demonstration Center, or are unprofessional. Infractions include, but are not limited to, the following:

5.7.2. All Event Organizers must represent their business and market their goods in a professional and courteous manner.

5.7.3. Sound levels from individual stalls shall not interfere with any other Event Organizer's ability to conduct business or cause complaints from customers or other Event Organizers within the R.I. S.E. Demonstration Center.

5.7.4. Children under the age of eighteen (18) years of age must be supervised at all times.

5.7.5. Event Organizers shall immediately contact the R.I.S.E. Manager if any issues or disputes arise with fellow Event Organizers or any other person present at the R.I. S.E. Demonstration Center.

5.7.6. Event Organizers should not attempt to approach customers who are suspected of theft; Event Organizers should immediately call 911. The 911 call will be dispatched to the nearest police officer, often a member of the DGS Protective Services Police Division.

5.7.7. Event Organizers must obey all laws, codes, and regulations, including the fire code.

5.7.8. Event Organizers (or their vendors/participants) shall not aggressively solicit or call to customers or visitors as they pass by.

5.7.9. Participating vendor must sell their product from their vending space and shall not walk around the R.I. S.E. Demonstration Center distributing leaflets or otherwise attempting to solicit business.

5.7.10. While pets are permitted at St. Elizabeths East, pets owned by Event Organizers, vendors or other official participants are not allowed at the R.I. S.E. Demonstration Center unless the pet is a trained service animal.