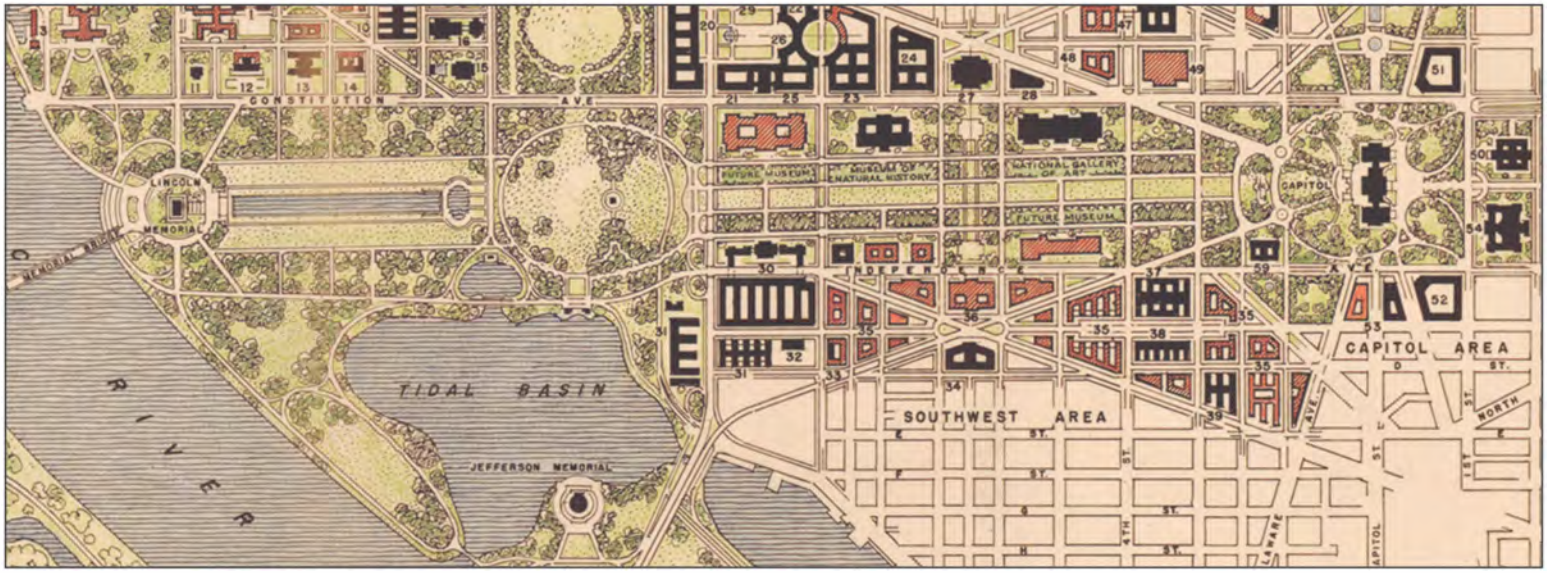
National Mall and Memorial Parks

Event Operations Guidelines

Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes



Approved by:

Superintendent, National Mall and Memorial Parks

Issued Date: **November 29, 2024**

LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES NATIONAL MALL AND MEMORIAL PARKS EVENT OPERATIONS GUIDE

1 PURPOSE OF THE EVENT OPERATIONS GUIDE FOR THE LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES 3

1.1 PURPOSE AND NEED FOR EVENT GUIDELINES 3
1.2 BACKGROUND – LINCOLN MEMORIAL AS HIGHLY DESIRED SPECIAL EVENT LOCATION 4
1.3 DEFINITION OF THE LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES AREA 4

2 INTRODUCTION TO THE NPS REGULATORY PROCESS, AND PARK RESOURCE PROTECTION FOR THE LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES 5

3 GENERAL OPERATIONS OVERVIEW: LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES 7

3.1 MEMORIAL HOURS OF OPERATION 7
3.2 ELEVATOR OPERATION AND ACCESS 7
3.3 EXHIBIT Area 7
3.4 NATIONAL PARK SERVICE CLOSURES: CONSTRUCTION AND CLOSURES 7
3.5 NATIONAL PARK SERVICE INTERPRETIVE TRANSPORTATION SERVICE CONCESSIONERS 8
3.6 General Tour Bus Operation 8
3.7 TAXICAB STAND 8
3.8 Metro Accessibility 8
3.9 PARKING 8
3.10 PEST CONTROL 9
3.11 FOOD AND RETAIL CONCESSIONS 9
3.12 RESTROOMS 9
3.13 SMOKING AND VAPING 10

4 FEATURES AND AREAS OF THE LINCOLN MEMORIAL 11

4.1 APPROACHWAY AND NORTH AND SOUTH WALKWAYS 11
4.2 RAISED TERRACE AND RAISED TERRACE WALL 12
4.3 GRANITE STEPS AND GRANITE LANDING 13
4.4 MARTIN LUTHER KING, JR., COMMEMORATIVE INSCRIPTION 13
4.5 MARBLE STEPS 14
4.6 CHAMBER 14
4.7 COLONNADE 15
4.8 ROOF 15

5 FEATURES OF LINCOLN MEMORIAL CIRCLE, WATERGATE STEPS PLAZA AND EAST PLAZA 15

5.1 LINCOLN MEMORIAL CIRCLE (ASPHALT PAVEMENT) 16
5.2 EAST PLAZA (CONCRETE PAVERS) 16
5.3 WATERGATE STEPS, PLAZA AND TURF AREA 17

6 REFLECTING POOL STEPS AND PLAZA, NORTH AND SOUTH ELM WALKS AND TURF AREAS 17

6.1 REFLECTING POOL AND NORTH AND SOUTH CONCRETE PATHS 18
6.2 The Reflecting Pool Steps and Plaza 18
6.3 ELM WALKS (ASPHALT) 19

7 ARTERIAL ROADS 19

7.1 HENRY BACON DRIVE NW 19
7.2 DANIEL CHESTER FRENCH DRIVE SW 20
7.3 23RD STREET NW (NORTH AND SOUTH) 20
7.4 ASH ROAD 20

7.5 Parkway Drive 21

8 TURF AND LANDSCAPE AREAS 22

8.1 RESTRICTED AREAS MAP 25
8.2 LOAD CAPACITY MAP 26
8.3 LINCOLN MEMORIAL CROWD CAPACITY MAP 27
8.4 VIEWSHED MAP 28
8.5 NO STAKE ZONES MAP 29
8.6 TREE CANOPY 30
8.7 HARDSCAPE AREAS AND SQUARE FOOTAGE 31
8.7.1 Hardscape Areas for Temporary Structures 31
8.8 TURF AREAS AND TOTAL SQUARE FOOTAGE 33
8.8.1 Turf Area Locations for Temporary Structures 33
8.9 LOCATIONS FOR SETUP OF CHAIRS OR OTHER SEATING 35
8.10 LOCATIONS FOR PEDESTRIAN STANDING AREAS 35

9 PROCEDURES TO PROTECT CULTURAL, LANDSCAPES AND NATURAL RESOURCES 36

10 PROCEDURES TO PROTECT LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES 36

1 UTILITIES 37

1.1 ELECTRICAL AND POWER SUPPLY REQUIREMENTS 37

2 ENVIRONMENTAL SAFETY 38

2.1 SOILING OR SPILLS ON SITE 38

3 FIREWORKS 40

3.1 DISPLAY REQUEST REQUIREMENTS 40

4 VIBRATION 41

4.1 VIBRATION RESTRICTIONS 41
4.2 VIBRATION SOURCES 41
4.3 PERMIT HOLDER REQUIREMENTS 41
4.4 VIBRATION MONITORING 42
4.5 VIBRATION CRITERIA 42
4.6 EXCEEDING VIBRATION CRITERIA 42
4.7 AIRCRAFT NOISE 43

5 TEMPORARY LIGHTING 43

6 MEDIA, FILMING, AND PHOTOGRAPHY 44

6.1 FILMING AND PHOTOGRAPHY WITHIN RESTRICTED AREAS 44
6.2 COMMERCIAL FILMING AND PHOTOGRAPHY OUTSIDE THE RESTRICTED AREAS OF THE LINCOLN MEMORIAL 45
6.3 MEDIA 45

7 STRUCTURAL HEIGHT LIMITATIONS 47

8 ACCESS TO THE UNDERCROFT 50

9 TURF, TREE, AND SHRUB PROTECTION 50

10 TURF PROTECTION 50

11 WAIVER REQUEST 51

11.1 NATIONAL CELEBRATION EVENTS 52
11.2 SPECIAL TEMPORARY PROTECTION 53

1 TIMEFRAMES FOR PRE-EVENT PREPARATION AND POST-EVENT RESTORATION 56

2 CLOSURE AND CANCELLATION OF ACTIVITIES AT THE LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES 64

3 EVENT LOAD IN/LOAD OUT REQUIREMENTS FOR DELIVERIES 66

3.1 TRAFFIC CONTROL PLAN 66
3.2 BOLLARDS 66

4 TEMPORARY STRUCTURES AND TEMPORARY RESOURCE PROTECTION MATERIALS 69

4.1 REQUIREMENTS FOR TEMPORARY RESOURCE PROTECTION 69
4.2 REQUIREMENTS FOR TEMPORARY STRUCTURES 72
4.3 LIVE LOADS FOR TEMPORARY STRUCTURES 79

APPENDIX A - PHOTOGRAPHIC EXAMPLES OF TEMPORARY PROTECTION ON HARDSCAPE: 87

APPENDIX B- PLANNING RESOURCES 90

APPENDIX C - ALLOWABLE STRUCTURAL LOAD ANALYSIS 92

APPENDIX D- LINCOLN BIRTHDAY CEREMONY LAYOUT 96

APPENDIX E – MAPS 98

APPENDIX F – PRE-EVENT PREPARATION 115

SECTION ONE: OVERVIEW OF LINCOLN MEMORIAL

1 PURPOSE OF THE EVENT OPERATIONS GUIDE FOR THE LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES

More than 8 million people visit the Lincoln Memorial each year – making it one of the ten most visited of all US national parks – and the memorial and surrounding grounds host more than 1,000 permitted events in a typical year. This Event Operations Guide serves as a resource for planning and executing permitted events at the Lincoln Memorial, Reflecting Pool, and surrounding landscapes. The Event Operations Guide provides information to protect public access and enjoyment of the site and its unique cultural and natural resources while outlining essential information on park regulations, logistical considerations, and available resources. These guidelines inform prospective permit applicants of the requirements needed to mitigate impacts to the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes.

Event organizers are encouraged to review the guide thoroughly and to contact the National Mall and Memorial Parks Permits Office with any questions during the event planning process. Strong communication and coordination between NPS staff and permit applicants are essential for a successful activity, enabling the event to convey its intended messages while ensuring a safe and comfortable experience for attendees.

1.1 PURPOSE AND NEED FOR EVENT GUIDELINES

National Mall and Memorial Parks (NAMA) is steward to the Lincoln Memorial, Reflecting Pool, and surrounding landscapes, and the must minimize the impact of permitted activities on park resources and support public access and enjoyment of the park. The Event Operations Guide for the Lincoln Memorial, Reflecting Pool, and surrounding landscapes balances the use of space for various activities, including special events and demonstrations, while supporting a positive visitor experience. This guide is intended to reduce undue impacts to the visitor experience including:

- Limiting or eliminating visitor access to the Lincoln Memorial.
- Obstructing the view of the Lincoln Memorial Chamber with large staging and other equipment.
- Damage to turf, historic trees, and shrubbery.
- Damage to historic masonry at the Lincoln Memorial (marble, granite, cobblestone and other stonework).

These guidelines clarify how the National Park Service (NPS) manages activities at the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes by:

- Applying existing turf management requirements.
- Applying existing regulations and policies to best manage and protect the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes.
- Identifying locations for setup of staging, production compounds, and other equipment.
- Identifying acceptable weight loads for hardscape areas.
- Identifying access to the Lincoln Memorial Area.
- Identifying required resource protection materials for hardscape and turf areas.
- Monitoring the adverse effects of vibration on building materials, wildlife and visitor safety.

1.2 BACKGROUND – LINCOLN MEMORIAL AS HIGHLY DESIRED SPECIAL EVENT LOCATION

The Lincoln Memorial is one of the most iconic structures and recognized locations for public expression in the world. Dedicated on May 30, 1922, the memorial honors Abraham Lincoln, the 16th President of the United States. Through time, the memorial has assumed additional meanings and symbolism as a location of civil rights and social justice movements and other historical moments in our nation's history. Designed by architect Henry Bacon in the style of a Greek temple, the Memorial features the words of the Gettysburg Address and the Second Inaugural Address, symbolizing the Republic's resilience. Sculptor Daniel Chester French's iconic marble statue of Lincoln is situated at the center of the memorial chamber. The Memorial anchors the monumental core, aligning with the Washington Monument and the United States Capitol. The Lincoln Memorial has witnessed the nation's most renowned First Amendment demonstrations and activities including Presidential Inaugural Opening Ceremonies, Marian Anderson's Easter Day Concert, and the March on Washington for Jobs and Freedom.

The Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes are highly demanded for permitted activities. The National Park Service (NPS) issues over 1,000 permits for various activities in this area each year. Permitted activities range in size and complexity and include small military reenlistment ceremonies, medium size walks, large scale concerts, and First Amendment demonstrations.

1.3 DEFINITION OF THE LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES AREA

The Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes encompasses 157 acres of park property including 1.5 million square feet of hardscape, 112 acres of turf, and approximately 4,000 trees. The landscape includes the Lincoln Memorial, Lincoln Memorial Circle, Lincoln Memorial Reflecting Pool Steps and Turf Areas, Henry Bacon Ball Field and Private Reception Turf Area and the Watergate Steps and Turf Area, North and South Elm Walks, Daniel Chester French Turf Area, and John Fitzgerald Kennedy Hockey Field (JFK Hockey Field). The area includes the surrounding roads, 23rd Street, NW, 23rd Street, SW,

Parkway Drive, NW, Ash Road, Daniel Chester French Drive, SW, and Henry Bacon Drive NW. Each location defining the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes is a distinct location. A permit applicant must request each location separately on a permit application (see Appendix F, page, 108).

2 INTRODUCTION TO THE NPS REGULATORY PROCESS, AND PARK RESOURCE PROTECTION FOR THE LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES

The Event Operations Guide offers general and specific guidance to follow alongside the conditions of a permit, ensuring the Lincoln Memorial, Reflecting Pool, and surrounding landscapes are protected, accessible, and enjoyed by visitors. By adhering to the criteria outlined in this and other referenced guidelines, event organizers can safeguard park resources, keep visitors safe, and comply with federal regulations.

Pursuant to 36 Code of Federal Regulation (C.F.R.) 7.96(g) permitted use is granted on a first come/first served basis, through an application process. Applications are accepted no more than one year in advance of the first day of setup of the proposed event and processed in order of receipt. Details regarding the permit process can be found in the *National Mall and Memorial Parks Event Planning Guide* (EPG).

The NPS reviews applications based upon regulatory criteria found at 36 CFR 7.96(g)(4)(vii)(A) -(D) and 36 C.F.R. 7.96(g)(5)(v)(A)-(E) and determines whether a permit may be issued. Among the criteria the NPS considers are:

- If the requested park area can accommodate the scale of the proposed activity.
- Availability of the requested park area, if not available an alternate site must be proposed.
- Evaluate the potential damage an activity may cause to park hardscapes, turf, furniture and landscapes.

In addition, 36 CFR 7.96(g)(5)(xii) provides that the NPS "may impose reasonable restrictions upon the use of temporary structures in the interest of protecting the park areas involved, traffic and public safety considerations, and other legitimate park value concerns." Permits applications are accepted during the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, except for federal holidays.

In addition to specific regulations governing the National Capital Area, initial sections 36 CFR **§**1.6, (Permits) regulates "proper use, management, government, and protection of persons, property, natural and cultural resources within areas under the jurisdiction of the National Park Service." Section 1.5 governs *Closures and Public Use Limits* and authorizes the Superintendent to issue permits, to authorize an otherwise prohibited or restricted activity, or to impose a public use limit.

Authorized activities include special events and demonstrations authorized through a permit process. The issued permit shall be consistent with applicable legislation, federal regulations and administrative policies. It will also be based upon a determination that public health and safety, environmental or scenic values, natural or cultural resources, scientific research, implementation of management responsibilities, proper allocation and use of facilities, or the avoidance of conflict among visitor use activities will not be adversely impacted.

Permittees must comply with NPS regulations and policies, the terms of the permit, and the requirements found in the Event Operations Guide for the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes. Violating a term or condition of a permit issued is a violation of 36 CFR§1.6 and 36 CFR 7.96 (6), which may also result in the suspension or revocation of the permit by the Superintendent. In addition, if resource damage is a result of violation of permit conditions the permit holder may be responsible monetarily for any remediation of the resource.

Consistent with the NPS's statutory mandate to protect parkland for the enjoyment of visitors while leaving it unimpaired for the enjoyment of future generations, the NPS regulations help protect park resources while managing assorted activities that may occur there. The terms "demonstrations" and "special events" are defined in the NPS regulations at 36 CFR 7.96(g)(1)(i)(ii). While demonstrations that involve 25 persons or fewer do not generally require a permit, all other demonstrations, as well as all special events, require that an application be submitted and a permit issued, per 36 CFR 7.96(g)(2)(3).

Special Events and Demonstrations are referred to as an activity or activities. All rules and regulations will pertain to both designations unless specifically stated.

In addition to the Event Operations Guide, permit applicants must reference the following regulations and policies, which govern activities at the National Mall and Memorial Parks to include the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes:

- Code of Federal Regulation, specifically 36 CFR 7.96
- Significant Use Restrictions or Closures of Park Areas to Accommodate Special Events (NPS Policy Memorandum 16-02)
- National Mall and Memorial Parks Superintendent's Compendium
- National Mall and Memorial Parks Event Planning Guide
- The National Mall and Memorial Parks Resource Guide for Turfgrass
- National Park Service, Management Policies, 2006
- The Secretary of the Interior's Standard for the Treatment of Historic Properties
- National Capital Region (NCR) Outdoor Event and Tent Requirements, 2017
- National Park Service, Natural Resource Management Reference Manual #77; Procedural Manual 77-1, Procedural Manual 77-2
- DOI Director's Order #53: Special Park Uses

3 GENERAL OPERATIONS OVERVIEW: LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES

The Lincoln Memorial receives over 8 million visitors a year, placing it in the top ten most visited sites in the National Park System. Park Rangers in the National Mall and Memorial Parks, Division of Interpretation and Education, staff the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes, providing scheduled interpretive programs and other visitor services to the general public. The United States Park Police also patrol these areas seven days a week, 24 hours a day.

3.1 MEMORIAL HOURS OF OPERATION

The Lincoln Memorial and all other memorials and outdoor sites managed by National Mall and Memorial Parks are open 24 hours a day, seven days a week unless otherwise noted. Rangers circulate throughout the Lincoln Memorial and nearby sites from 9:30 am to 10:00 pm daily to answer questions and provide interpretive programs with the exception of December 25.

3.2 ELEVATOR OPERATION AND ACCESS

The accessible route to the Lincoln Memorial is provided by a temporary ramp on the south side of the front entrance, which will be available during the construction project at the memorial until 2026. Following construction, visitors can access elevators located within the renovated Lincoln Memorial visitor area beneath the chamber. Visitors can enter the elevator through the southeast door at the base of the Memorial, to the left of the main stairs. Permit holders are strictly prohibited from using the elevator for activity logistics. The south ramp provides an accessible path to the southeast entrance and elevator, which must remain clear of obstructions at all times.

3.3 EXHIBIT AREA

The exhibit area is currently closed while the NPS completes the expanded exhibit space at the Lincoln Memorial and undercroft viewing area. The project completion is anticipated in 2026.

3.4 NATIONAL PARK SERVICE CLOSURES: CONSTRUCTION AND CLOSURES

The National Park Service may close the Lincoln Memorial, Reflecting Pool and Surrounding Landscapes for construction or restoration activities. If this occurs, a Record of Determination (ROD) and Public Notice of any closures will be issued by the Superintendent and published on National Mall and Memorial Parks website. Applicants should monitor the website to keep abreast of any closures or restrictions to park locations. Emergencies, however, do arise and in these instances, special permit conditions may apply to permit applicants or approved permit holders. All RODs will be issued in a timely manner and as far in advance as reasonably possible.

3.5 NATIONAL PARK SERVICE INTERPRETIVE TRANSPORTATION SERVICE CONCESSIONERS

The National Mall and Memorial Parks authorized transportation concessioners are an important part of the Park's daily operations. The buses provide a vital service to the public, bringing hundreds of visitors to and from the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes daily. Permitted activities cannot unduly disrupt these transportation operations. Transportation companies shall have full, unobstructed access to the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes throughout each permitted activity. Depending on the size or magnitude of an event, the NPS may determine if disruption to the transportation concessionaire operation during the activity is warranted.

- The Concessioners' stop is located on Daniel French Drive, SW (near Korean War Memorial Kiosk) and operates Sunday to Saturday from 10:25 a.m. – 6:25 p.m. Hours may vary seasonally.
- The Pedicab stand for use by Commercial Use Authorization holders is located on the southside of the Lincoln Memorial just west of the bollards.

3.6 GENERAL TOUR BUS OPERATION

The south and west curb lane of Daniel Chester French Drive SW and Henry Bacon Drive NW, respectively, serve as loading and unloading bus zones. Permitted activities may not impede tourist bus operations on Daniel Chester French Drive SW and/or Henry Bacon Drive NW. Depending on the size and scope of a permitted activity and for safety reasons, the NPS working with United States Park Police may limit tour bus operations through a ROD.

3.7 TAXICAB STAND

The taxicab stand is located on 23rd Street, SW just north of Independence Avenue SW. Taxicabs are subject to availability.

3.8 METRO ACCESSIBILITY

The Metro stations closest to the Lincoln Memorial are Foggy Bottom Metro Station (23rd Street, NW, seven and one-half blocks away), the Smithsonian/National Mall Metro Station (12th Street, SW and Jefferson Drive, SW, 11 blocks away), and Arlington National Cemetery Station (via Arlington Memorial Bridge, one mile away).

3.9 PARKING

Bike racks are installed at regular intervals throughout the area and are preferred locations for bike and scooter parking.

Metered public parking spaces are available south of Lincoln Memorial on Ohio Drive, SW and north of the Memorial on Constitution Avenue, NW. Seven accessible parking spaces are located on Daniel Chester French Drive, SW. Permit applicant and/or activity vendors are prohibited from parking on Henry Bacon Drive, NW, Daniel Chester French Drive, SW, or the Lincoln Memorial Circle outside of the barricades. Permit applicants and vendors are required to park in metered public parking spaces.

3.10 PEST CONTROL

In order to reduce pest attractants, permit holders must ensure that food waste is quickly removed from the area and appropriately contained. The NPS requires the utilization of rat proof trash cans for food waste only. Regular trash cans and dumpsters shall be utilized for material/debris other than food. The area must be kept clean and free of food debris. Work or staff trailers must be secure, so rodents cannot enter through Heating, Ventilation and Air Condition System (HVAC)/plumbing holes, or under doors, cracks, or panels. Any fencing erected by a permit holder must be cleaned daily of any food debris/trash trapped in fencing. A permit holder is not allowed to utilize any pesticides without written notification/approval from the NAMA Integrated Pest Management Coordinator. Pesticide use must follow NPS Reference Manual 77 and NPS Management Policies 2006 along with other federal and District of Columbia regulations.

3.11 FOOD AND RETAIL CONCESSIONS

To prevent staining neither food nor drink (other than water) are permitted on any of the hardscapes of the Lincoln Memorial. These surfaces include the East Plaza area, the Approachway, Reflecting Pool Steps, Plaza and sidewalks, the Raised Terrace walls, the Colonnade and the Marble Steps leading to the Chamber.

An NPS Concessioner operates two concession food and retail kiosks near the Lincoln Memorial: one is located to the south on Daniel Chester French Drive, SW and the other to the north on Henry Bacon Drive, NW. Concessions operations hours are Sunday-Saturday:

3.11.1 LINCOLN MEMORIAL SOUTH FOOD KIOSK (LOCATED ON DANIEL CHESTER FRENCH DRIVE, SW)

9:00 a.m. – 6:00 p.m.

3.11.2 LINCOLN MEMORIAL SOUTH RETAIL KIOSK (LOCATED ON DANIEL CHESTER FRENCH DRIVE, SW)

9:00 a.m. – 6:00 p.m.

3.11.3 LINCOLN NORTH RETAIL KIOSK (LOCATED ON HENRY BACON DRIVE, NW)

9:00 a.m. – 6:00 p.m.

A permit activity cannot interfere with the operation of the concession kiosks. The concession kiosks shall be allowed to operate throughout a permitted activity, unless closed for security or public health reasons. A permit holder is prohibited from impeding or blocking access to either concession kiosks. All permit infrastructure and equipment must setup at least 50 feet away from concession kiosks.

3.12 RESTROOMS

Restroom facilities are available to the public south of the Lincoln Memorial across Lincoln Memorial Circle and off Daniel French Drive. The restrooms are generally open from 8:00

a.m. until 10:00pm (8:00 a.m. to 8:00 p.m. from November- February). Restroom closing times are at the discretion of United States Park Police. These restrooms are not permitted as part of a permitted activity, the NPS may require or permit an applicant to supplement these restrooms with portable restrooms. Under general conditions, the Lincoln Memorial restrooms must remain open to the public during all stages of a permitted activity and public restroom access may not be inhibited during the activity. If an activity's magnitude is significant or for security reasons, the NPS may determine that the Lincoln Memorial restrooms must be closed for visitor safety. Restroom closure is determined by the NPS Permit Specialist and United States Park Police.

3.13 SMOKING AND VAPING

Per the *National Mall and Memorial Parks Superintendent's Compendium*, smoking is defined as the lighting of a smoking apparatus including, but not limited to, cigars, cigarettes, pipes, or electronic nicotine delivery systems. All smoking and vaping are prohibited in the following areas:

- All government buildings including memorials and monuments, and within 25 feet of any exit or entrance.
- In the restricted area of the Lincoln Memorial defined as the area above the White Marble steps.

This restriction applies to all members of the general public, permit holders, production crews, contractors, and construction workers. A designated smoking area must be approved by the NPS in advance and must be located within the permitted activity production staff area, if applicable.

4 FEATURES AND AREAS OF THE LINCOLN MEMORIAL

The Lincoln Memorial and its associated landscape consists of several key components and features including the white marble memorial itself, retaining and security walls, grass terraces, planting beds, areas with trees and shrubs, plazas paved in a variety of materials, and steps in different configurations leading to the Memorial above and the Reflecting Pool below. Each memorial feature is identified by a distinct name, some of which date back to the time the Memorial was constructed. These terms are clearly defined and photographically documented below. Permit holders must familiarize themselves with the site to better understand applicable restrictions and required protection in given locations.

FIGURE 0. VIEW FROM STEPS OF LINCOLN MEMORIAL FACING THE REFLECTING POOL.

4.1 APPROACHWAY AND NORTH AND SOUTH WALKWAYS

FIGURE 1. LINCOLN MEMORIAL APPROACHWAY

The Approachway is the gradually stepped, cobblestone and granite plaza in front of and leading up to the main entrance to the Memorial at the east elevation. The Alaska and Hawaii Indoctrination Plaque is at the base of the Approach way.

4.1.1 INDOCTRINATION PLAQUE

The Alaska and Hawaii Indoctrination Plaque is embedded at the base of the Approachway to recognize the States of Alaska and Hawaii. These two states became states after the Memorial was dedicated; their names are not carved into the building above. The Alaska and Hawaii Indoctrination Plaque must be protected at any stage of an event.

FIGURE 2. THE ALASKA AND HAWAII INDOCTRINATION PLAQUE

4.1.2 NORTH AND SOUTH WALKWAYS

Two granite ramped walkways flank the Memorial. The south ramp is the designated accessible route, which leads to the visitor services area with an exhibit space, restrooms and an elevator leading up to the Memorial Chamber. Unless approved in writing by the National Park Service, neither the north nor the south ramps may be blocked at any time.

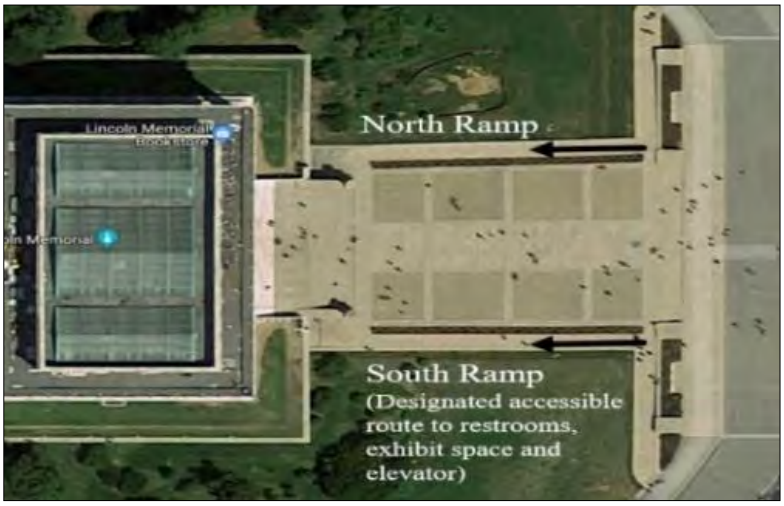


FIGURE 3. NORTH AND SOUTH RAMP AT THE LINCOLN MEMORIAL

4.2 RAISED TERRACE AND RAISED TERRACE WALL

The Raised Terrace is the grassy, elevated area that surrounds the base of the Memorial. The Raised Terrace Wall is the granite wall that supports the terrace.

FIGURE 4. RAISED TERRACE WALL AT THE LINCOLN MEMORIAL

FIGURE 5. SIDE VIEW OF RAISED TERRACE AT THE LINCOLN MEMORIAL

4.3 GRANITE STEPS AND GRANITE LANDING

The Granite Steps are the set of steps between the Approachway and the Marble Steps. The Granite Landing is above the Granite Steps. The Granite Steps are situated between the Approachway and the Marble Steps leading to the Statuary Chamber.

FIGURE 6. GRANITE STEPS AT THE LINCOLN MEMORIAL

FIGURE 7. GRANITE STEPS AT THE LINCOLN MEMORIAL, LOOKING NORTH.

4.4 MARTIN LUTHER KING, JR., COMMEMORATIVE INSCRIPTION

This inscription commemorates the location of Dr. Martin Luther King, Jr.'s 1963 "I Have A Dream" speech. The inscription is carved into the center paver of the Granite Steps Landing.

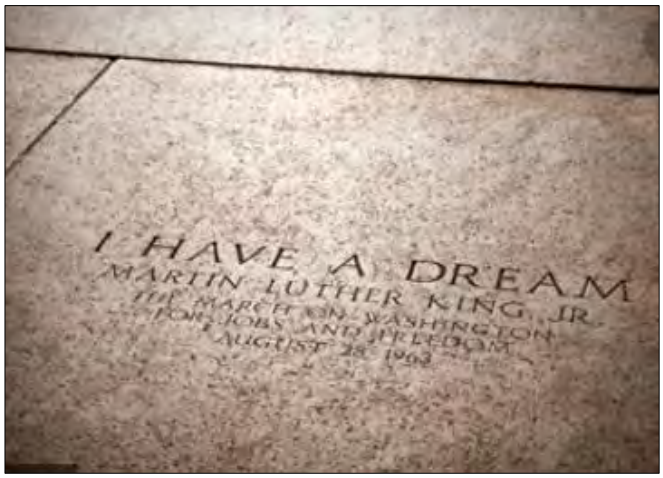


FIGURE 8 AND 9. GRANITE LANDING WITH MLK, JR. INSCRIPTION. FIGURE 9 (ON RIGHT) SHOWS STONE LOCATION ON STAIRS.

4.5 MARBLE STEPS

The Marble Steps, located just before entering the Chamber of the Memorial, are restricted to all permitted activity. Please reference: Code of Federal Regulations, 36, Parks, Forests, and Public Property: 36 C.F.R.§ 7.96 (g)(3) (ii)(C).

FIGURE 10. LINCOLN MEMORIAL MARBLE STEPS.

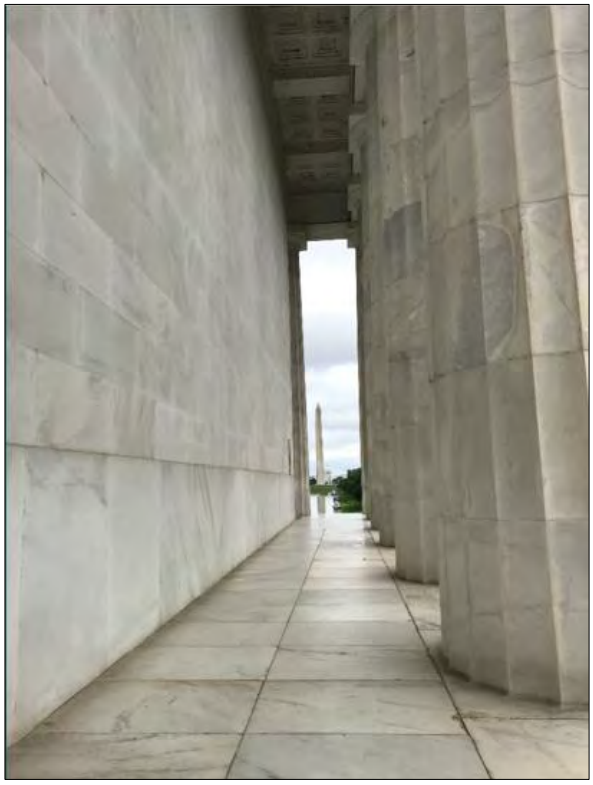
4.6 CHAMBER

The Chamber, the interior of the Memorial which houses the iconic statue of Abraham Lincoln, is restricted for all permitted activity, except on February 12th for the official commemoration of President Lincoln's birthday.

FIGURE 11. THE CHAMBER WITH ICONIC STATUE OF ABRAHAM LINCOLN SCULPTED BY DANIEL CHESTER FRENCH.

4.7 COLONNADE

The Colonnade is the row of marble columns which surrounds the Memorial and the space these columns create (including the marble floor). This area is restricted for all permitted activity.



FIGURES 12 AND 13. IMAGES OF THE COLONNADE, WHICH CONSISTS OF 36 FLUTED MARBLE COLUMNS WRAPPING AROUND ALL SIDES OF THE MEMORIAL.

4.8 ROOF

For security reasons, the roof of the Lincoln Memorial is restricted for all permitted activities.

5 FEATURES OF LINCOLN MEMORIAL CIRCLE, WATERGATE STEPS PLAZA AND EAST PLAZA

Lincoln Memorial Circle is the main road that encircles the Lincoln Memorial to the north, south, east, and west sides. The west, north, and south of the road are open to vehicular traffic and help facilitate traffic in and out of Washington, D.C.

5.1 LINCOLN MEMORIAL CIRCLE (ASPHALT PAVEMENT)

Lincoln Memorial Circle is the main asphalt road, plaza, associated concrete sidewalks and granite curbs that encircle the north, south, east, and west perimeter of the Memorial.

FIGURE 14. LINCOLN MEMORIAL CIRCLE SEEN FROM ABOVE.

5.2 EAST PLAZA (CONCRETE PAVERS)

The East Plaza is a section of Lincoln Circle at the front of the Memorial that is closed to vehicular traffic. It is constructed of individual concrete pavers and is blocked off to the north and south by metal security bollards set in granite borders.

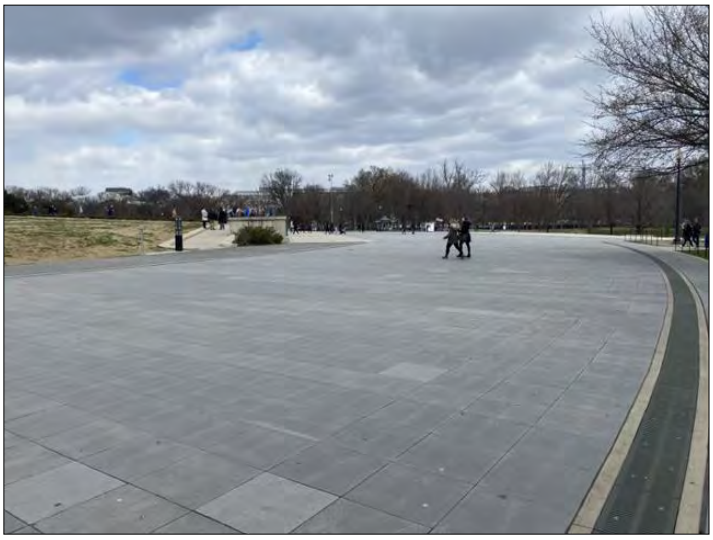


FIGURE 15. EAST PLAZA WITH INDIVIDUAL CONCRETE PAVERS. NATIONAL MALL AND MEMORIAL PARKS, WASHINGTON, D.C.

5.3 WATERGATE STEPS, PLAZA AND TURF AREA

The Watergate Steps are comprised of 40 granite steps that run from the western side of Lincoln Circle down to the Potomac River. The area at the top and before the steps cascade towards the river is the plaza and the turf area is just west of the plaza. The Watergate Steps are 230 feet wide at the river side and narrow to 206 feet wide at the top. They were designed in the 1930s for visiting heads of state and other dignitaries as a ceremonial entrance to Washington, D.C. From 1935 to 1965, the NPS hosted a series of Sunset Symphony Concerts from a barge in the Potomac River with the audience using the steps for seating. The concert series was discontinued when nearby Washington National Airport opened due to noise it produced by flyovers, but the steps remain popular for recreational use. The turf is at the top of the steps, which cascade below.

FIGURE 16. WATERGATE STEPS LEADING TO THE LINCOLN MEMORIAL

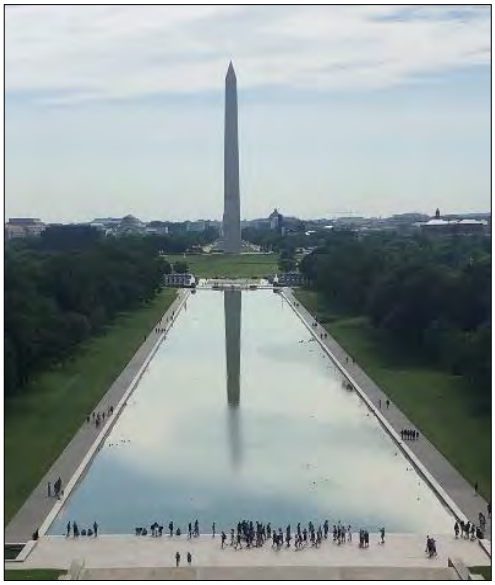
FIGURE 17. FROM THE WATERGATE STEPS TURF AREA MEMORIAL FROM THE POTOMAC RIVER, LOOKING EAST

6 REFLECTING POOL STEPS AND PLAZA, NORTH AND SOUTH ELM WALKS AND TURF AREAS

The landscape around the Lincoln Memorial fulfilled the McMillan Plan's[1] concept as conceived by Henry Bacon and Frederick Law Olmsted, Jr. The plan envisioned a landscape filled with paths lined with trees and a waterway reminiscent of Versailles' "fountain as the proper ornament." [1] The McMillan Plan is a comprehensive planning document for the development of Washington D.C.'s monumental core and park system written in 1902.

6.1 REFLECTING POOL AND NORTH AND SOUTH CONCRETE PATHS

Reminiscent of grand European parks, the rectangular pool located to the east of the Lincoln Memorial was designed by Henry Bacon to create a dramatic approach to the Lincoln Memorial. Between 2010-2012, the Reflecting Pool, measuring 2,029 feet long by 167 feet wide, and a perimeter of 4,392ft, was restored. At this time, the World War II Memorial and Lincoln Memorial were connected by new accessible concrete paths directly adjacent to the Reflecting Pool.



FIGURES 18. REFLECTING POOL SHOWING NORTH AND SOUTH CONCRETE PATHS.

6.2 THE REFLECTING POOL STEPS AND PLAZA

The Reflecting Pool Steps are a series of smaller stairways between the East Plaza down to the Reflecting Pool. They are constructed of granite and cobblestone and are similar in appearance to the Approachway.

FIGURES 19 AND 20. REFLECTING POOL STEPS AND PLAZA, WHICH LEAD FROM LINCOLN CIRCLE AND THE EAST PLAZA TO THE REFLECTING POOL, NATIONAL MALL AND MEMORIAL PARKS, WASHINGTON, D.C.

6.3 ELM WALKS (ASPHALT)

In 1916, 294 English Elms were planted in "four parallel rows flanking the vista between the Washington Monument and the Lincoln Memorial", to the north and south. Today, these walks serve as a shaded path on either side of the Reflecting Pool leading to the Lincoln Memorial. Between 2010 – 2012, landscaping and security features were updated, which included the resurfacing of the North and South Elm Walks and the installation of flush granite curbs.

FIGURE 21. NORTH ELM WALK (L) AND FIGURE 22. SOUTH ELM WALK (R), NATIONAL MALL AND MEMORIAL PARKS, WASHINGTON, D.C.

7 ARTERIAL ROADS

A series of arterial roads surround the Lincoln Memorial, providing access to visiting public and permitted activities.

7.1 HENRY BACON DRIVE NW

Henry Bacon Drive, NW, named for the architect of the Memorial, is located north of the Lincoln Memorial and south of Lincoln Memorial Circle.

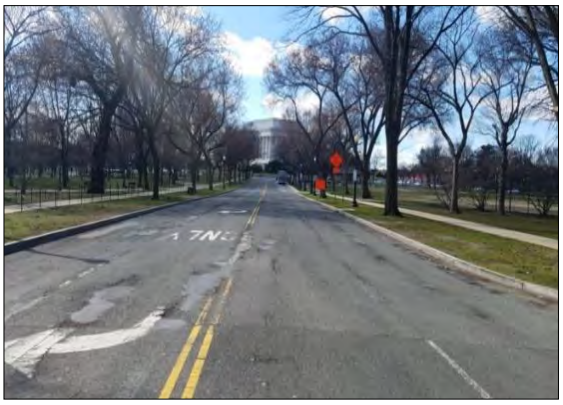


FIGURE 23. HENRY BACON DR., NW, NATIONAL MALL AND MEMORIAL PARKS, WASHINGTON, D.C.

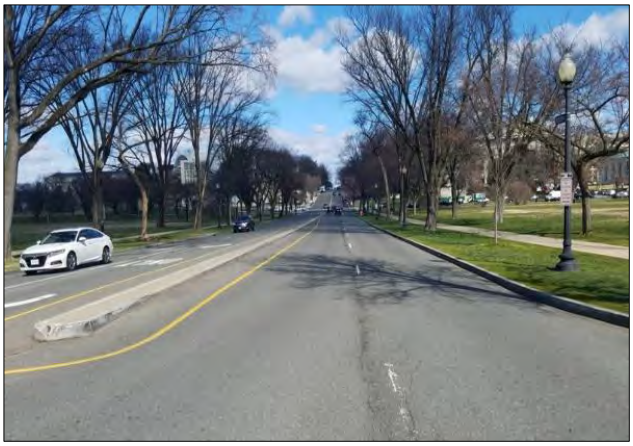
7.2 DANIEL CHESTER FRENCH DRIVE SW

Daniel Chester French Drive, SW named after the sculptor of the Abraham Lincoln statute, is located southeast of the Memorial. It is bordered to the south by Independence Avenue SW, to the west by 23rd Street, SW and to the north by Lincoln Memorial Circle.

FIGURE 24. DANIEL CHESTER FRENCH DRIVE, SW, NATIONAL MALL AND MEMORIAL PARKS, WASHINGTON, D.C.

7.3 23RD STREET NW (NORTH AND SOUTH)

The Lincoln Memorial intersects 23rd Street, NW, splitting the road to the north and south. It is bordered by Lincoln Memorial Circle to the west and the East Plaza to the east.



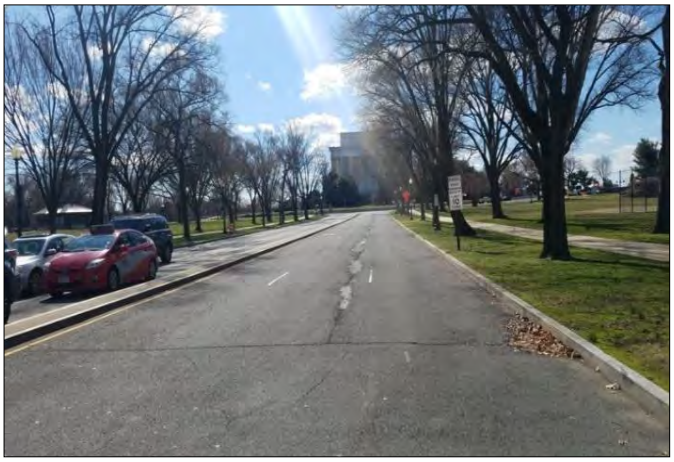


FIGURE 25. 23RD STREET NW, NATIONAL MALL MEMORIAL PARKS, WASHINGTON, D.C.

7.4 ASH ROAD

Ash Woods Road, named for the woods between the District of Columbia War Memorial (D.C. War Memorial) and United States Park Police Stables, is located adjacent to the John F. Kennedy Hockey Field and accessible from Homefront Drive, SW at the World War II Memorial.

ATTN: This road is Authorized Vehicles Only.

FIGURE 26. ASH ROAD LOOKING EAST

7.5 PARKWAY DRIVE

Parkway Drive, NW is one of the two entranceways to and from Rock Creek and Potomac Parkway. It is located behind the Memorial just southwest of the Lincoln Memorial Circle along the Potomac River.

FIGURE 27. PARKWAY DRIVE, NW NEAR THE VOLLEYBALL COURTS

8 TURF AND LANDSCAPE AREAS

The turf and landscape areas located in and around the Lincoln Memorial are frequent public gathering places for various activities. The Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes consist of many different types turf and treed areas of various sizes and configurations. This includes the flat rectangular JFK Hockey Field, and the trapezoid turfs areas of Daniel Chester French and Henry Bacon Ball field and Private Reception Area. These terms are clearly defined and represented in the map below. Permit holder must familiarize themselves with the site to better understand applicable restrictions and required protection in given locations.

Lincoln Memorial Circle (LMC) Turf:

The Lincoln Memorial Circle Turf (LMC Turf) is the grass areas directly surrounding the Lincoln Memorial. This is designated as Level 1 Turf for turf protection (*The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass)*

Reflecting Pool Steps Turf Areas:

The Reflecting Pool Steps Turf Areas are tiered areas located directly adjacent to the Reflecting Pool Steps. These turf areas are designated as Level 1 (*The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass)*.

Reflecting Pool Turf Areas:

The Reflecting Pool Turf Areas are directly adjacent to the Reflecting Pool, to the north and south, spanning the entire length of the Reflecting Pool. They also border the North and South Elm Walks. Reflecting Pool Turf Areas are designated as Level 1 for (*The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass)*.

John F. Kennedy Hockey Field:

The John F. Kennedy (JFK) Hockey Field is a rectangular field situated southeast of the Lincoln Memorial between the South Elm Walk and Ash Road. The JFK Hockey Field is designated as Level 2 for turf protection (*The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass)*. This area is primarily used for permitted recreational sports.

Daniel Chester French Turf Area:

The Daniel French Turf is a trapezoid turf area situated southeast of the Lincoln Memorial between Daniel French Drive, SW, Independence Avenue, SW and 23rd Street, SW. The Daniel French Turf Area is designated as Level 2 for turf protection (*The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass).* A refreshment and retail facility are located in the Daniel French Turf Area.

Henry Bacon Ball Field and Private Reception Area:

The Henry Bacon Ball Field and Private Reception Area is a trapezoid turf area situated northeast of the Lincoln Memorial. It borders 23rd Street, NW to the west, Constitution Avenue, NW to the north and Henry Bacon Drive, NW to the east. The Henry Bacon Ball Field and Private Reception Area is designated as Level 2 for turf protection (*The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass).* This area is primarily used for recreational sports and tented private receptions. The second refreshment and retail facility are located here.

GENERAL LINCOLN AREA OVERVIEWS

Situated at the western end of the National Mall, the Lincoln Memorial, Reflecting Pool and Surrounding Landscapes is defined as the area bound to the east by 17th Street, NW, to the west by the Potomac River, to the north by Constitution Avenue, NW, and to the south by Independence Avenue SW. The Permittee must become familiar with the following areas of the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes regarding their usage during an event. This section will include maps of several key event operation restrictions and regulations.

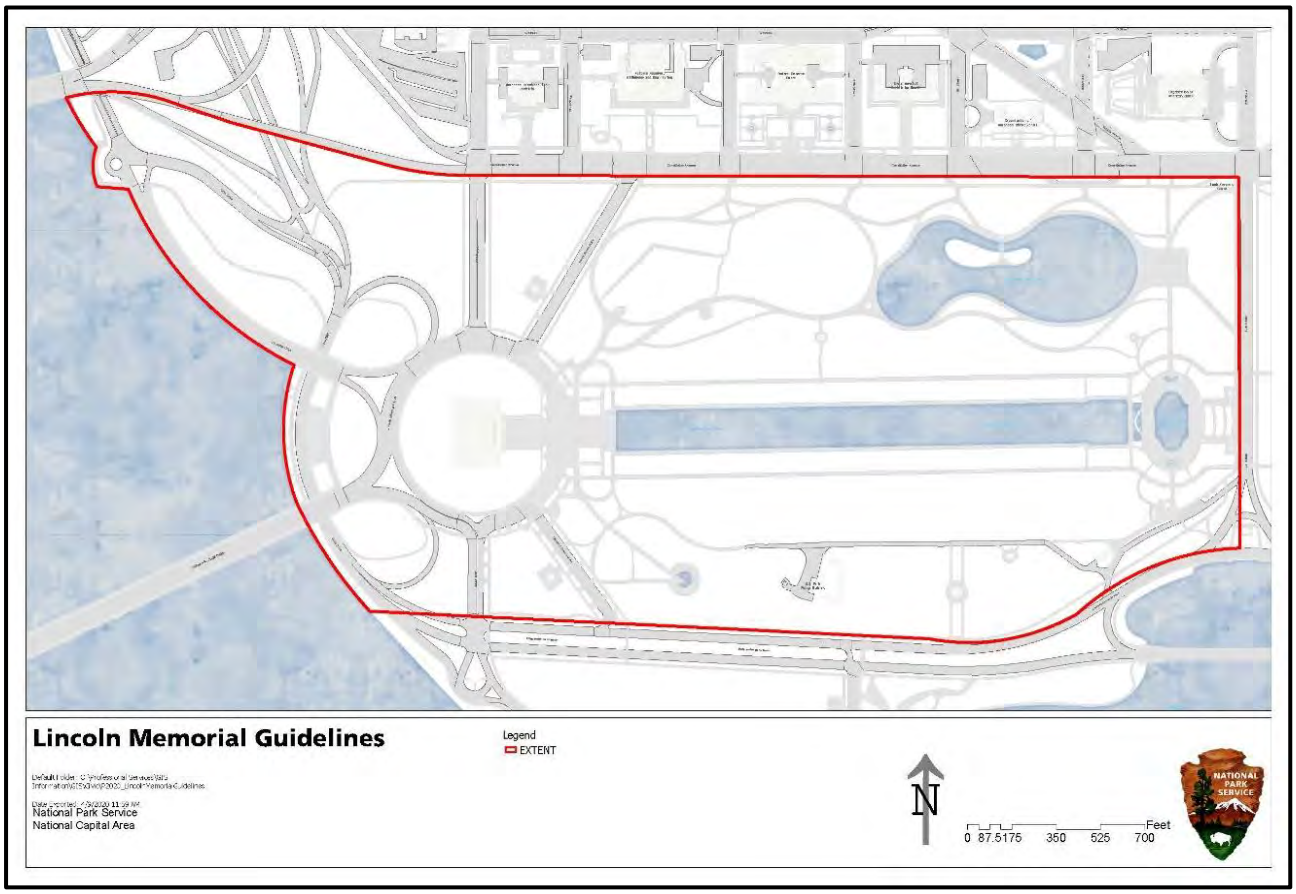


FIGURE 29. LINCOLN MEMORIAL, REFLECTING POOL AND SURROUNDING LANDSCAPES, NATIONAL MALL AND MEMORIAL PARKS, WASHINGTON D.C.

8.1 RESTRICTED AREAS MAP

Permitted activities are prohibited in areas shaded gray except as defined by 36 CFR 7.96(g) Sound and staging equipment are prohibited in areas shaded red.

Per CFR 36 7.96, Demonstrations and special events are not allowed in: “The Lincoln Memorial, which means that portion of the park area which is on the same level or above the base of the large marble columns surrounding the structure, and the single series of marble stairs immediately adjacent to and below that level, except for the official annual commemorative Lincoln birthday ceremony.”

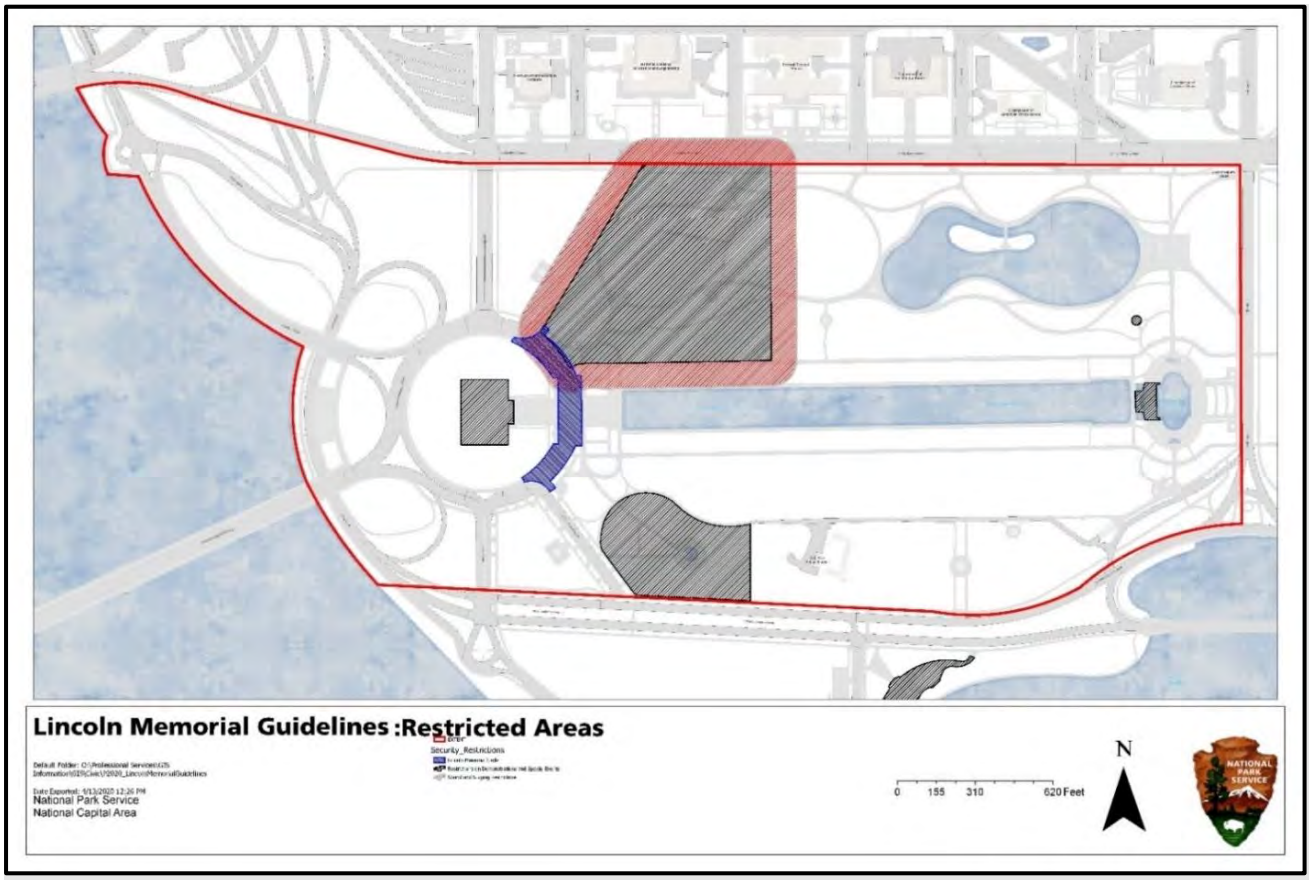


FIGURE 30. RESTRICTED AREAS AT THE LINCOLN MEMORIAL, NATIONAL MALL AND MEMORIAL PARKS, WASHINGTON, D.C.

8.2 LOAD CAPACITY MAP

All allowable structural loads (movable weight including equipment, vehicles, temporary structures, and people) must be strictly followed. Applicants are required to submit calculations, completed by a registered Professional Engineer, certifying that the allowable maximum structural loads are observed.

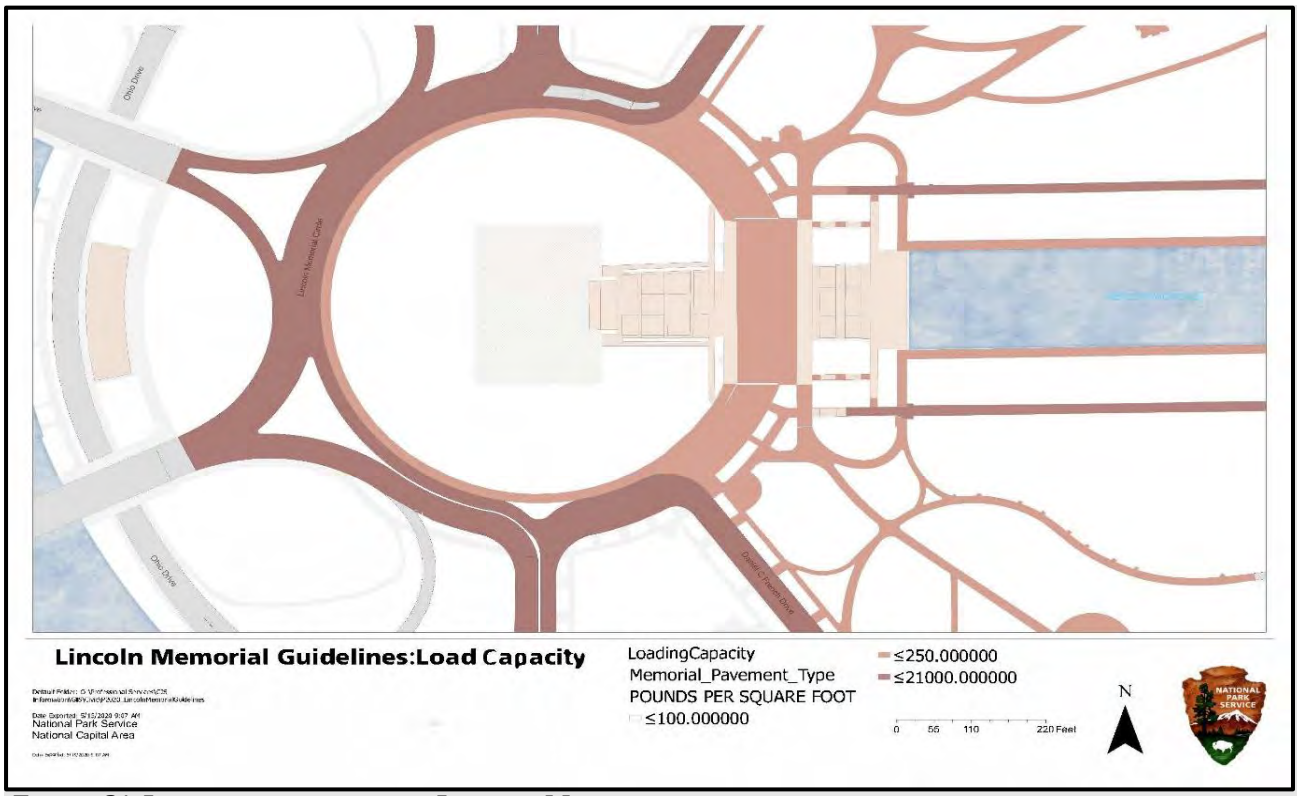


FIGURE 31. LOAD CAPACITIES AT THE LINCOLN MEMORIAL.

TABLE 1. LOAD CAPACITY OF LINCOLN MEMORIAL AND SURROUNDING SIDEWALKS.

Vehicle Rear Axle Loads A5:E22A5:F28A5:F27A5:F26A5:E25			
Surface Treatment	**Single Axle Limit (lbs.)**	**Tandem Axle Limit (lbs.)**	
Asphalt Pavement	21,000	34,000	
Concrete Paver	14,200	20,170	
Exposed Aggregate Sidewalk	13,200	18,800	
Estimated Maximum Gross Vehicle Weight (GVW)			
Surface Treatment	**Single Axle Box Truck (HS-10, HS-15)**	**Single Axle Tractor (HS-15, HS-20)**	**Tandem Axle Tractor (HS-15, HS-20)**
Asphalt Pavement	26,250	47,250	68,000
Concrete Paver	17,750	31,950	43,360
Exposed Aggregate Sidewalk	13,200	29,700	40,420

8.3 Lincoln Memorial Crowd Capacity Map

Crowd capacity was determined based on a standing capacity per person of 3 ft or 7.07 sq. ft. per person. Social Distancing capacity mapping was completed by taking the same areas and dividing them by 113 sq. ft. (the approximate area of a 6 ft .radius circle)(see Appendix E).

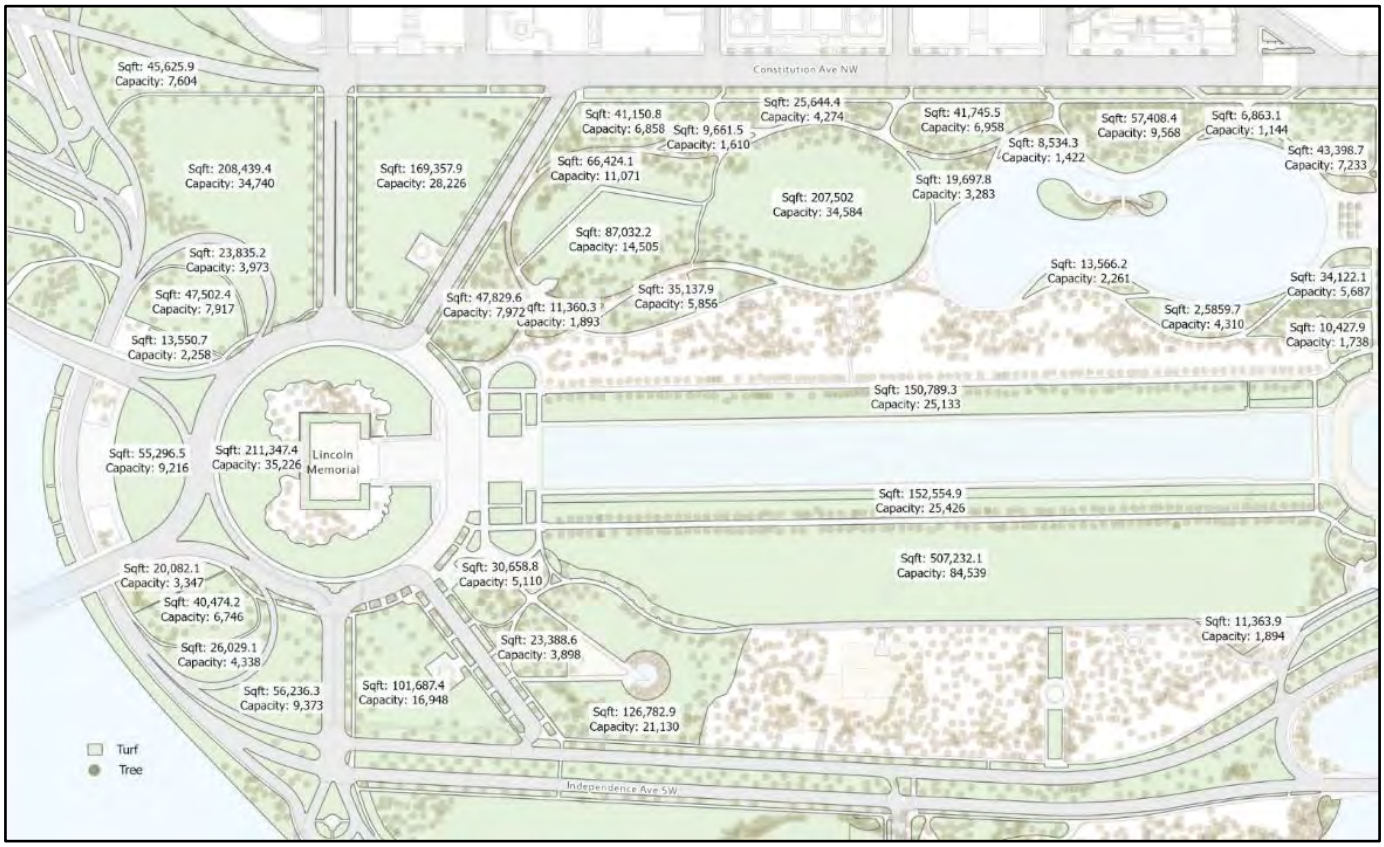


Figure 32. Crowd Capacity at the Lincoln Memorial

8.4 VIEWSHED MAP

The east-west corridor vista is defined as a swath of open space 890-feet wide, extending west from the U.S. Capitol and centered on the axis between the U.S. Capitol Building and the Washington Monument. Vistas are the controlled visual prospect of a discrete, linear range of vision, which is deliberately contrived or framed. The Federal Government manages development in this open corridor to protect the historic design of pivotal public lands to protect this vista. At the Lincoln Memorial, the Raised Terrace level to the top of the cornice, (the carved, ornate band above the colonnade and below the penthouse) must remain open and visible at all times to maintain an unobstructed view of the Lincoln Memorial Chamber.

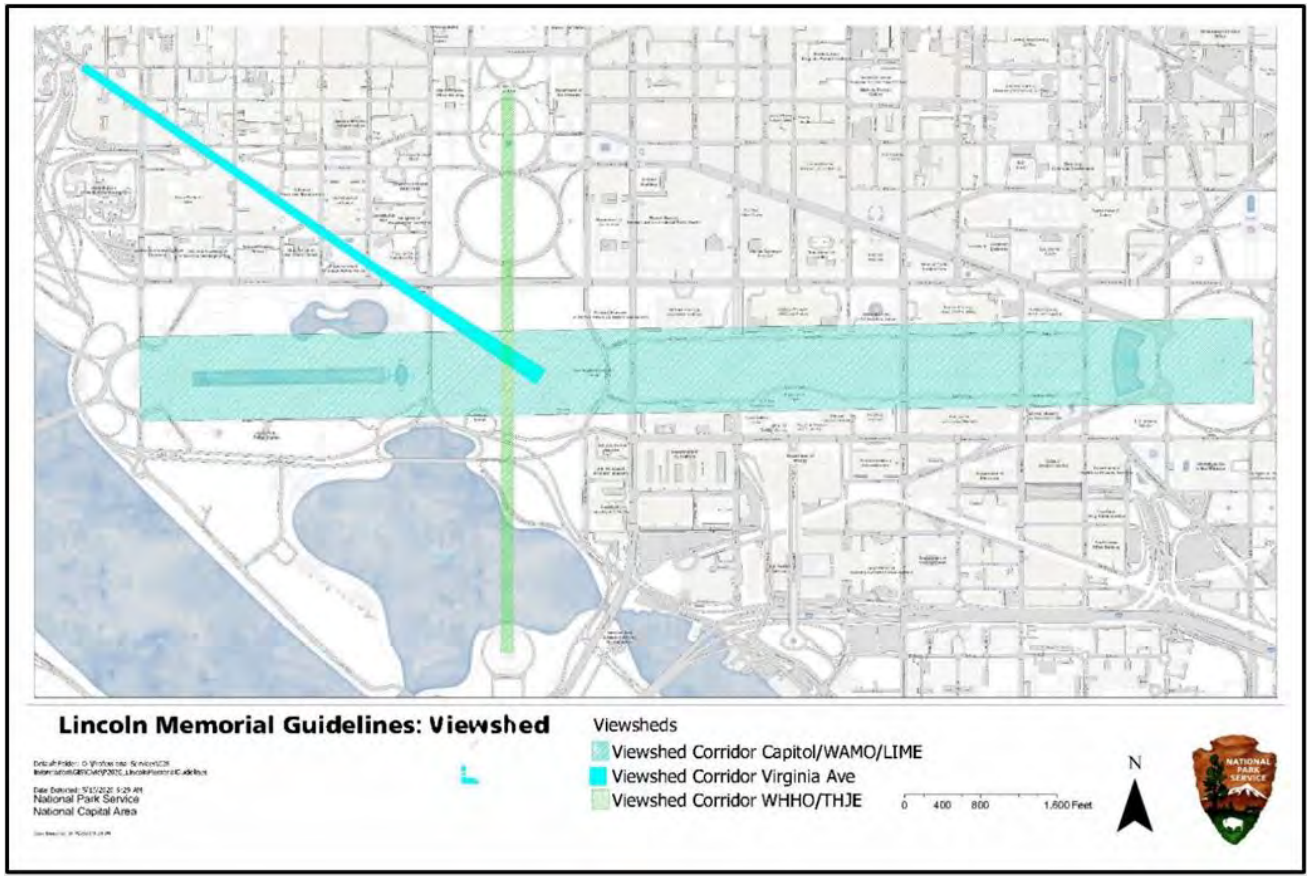


FIGURE 33. VIEWSHED AT THE LINCOLN MEMORIAL

Washington Monument (WAMO)● Lincoln Memorial (LIME)
White House (WHHO) Thomas Jefferson Memorial (THJE)

8.5 NO STAKE ZONES MAP

The staking of equipment and tents is not permitted in the turf areas outlined in red due to sub-grade utilities below. Locations of electrical grounding rods must be discussed with the Turf Manager or designee. Staking in hardscape areas is prohibited.

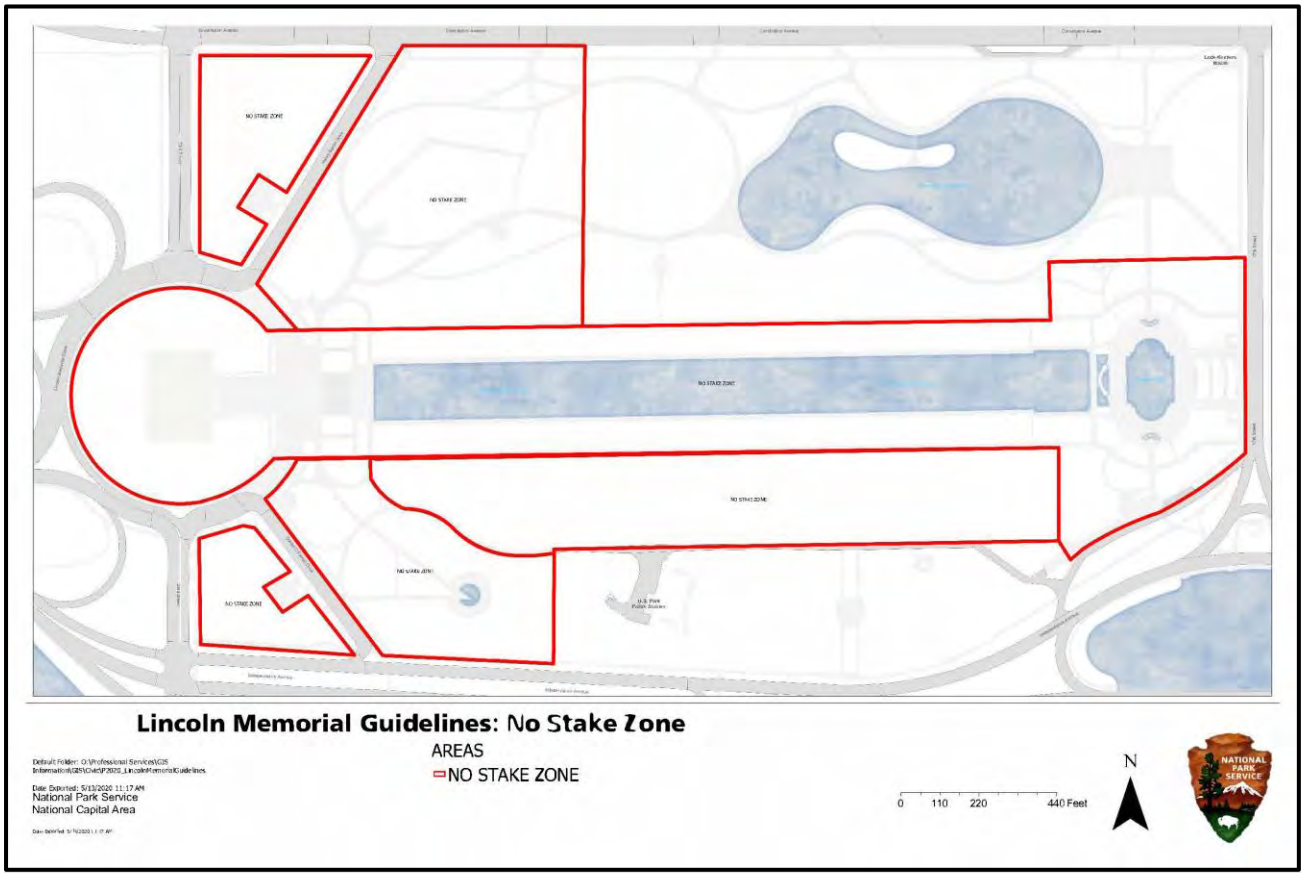


FIGURE 34. NO STAKE ZONE AT LINCOLN MEMORIAL

8.6 TREE CANOPY

The tree canopy of the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes consist of approximately 4,000 trees and shrubs. Permit activity setup cannot occur directly on tree or shrub roots. Temporary structures are not allowed under trees or in shrubs.

FIGURE 35. TREE CANOPY AT THE LINCOLN MEMORIAL AND SURROUNDING LANDSCAPES

8.7 HARDSCAPE AREAS AND SQUARE FOOTAGE

Hardscape Area Total Square Footage

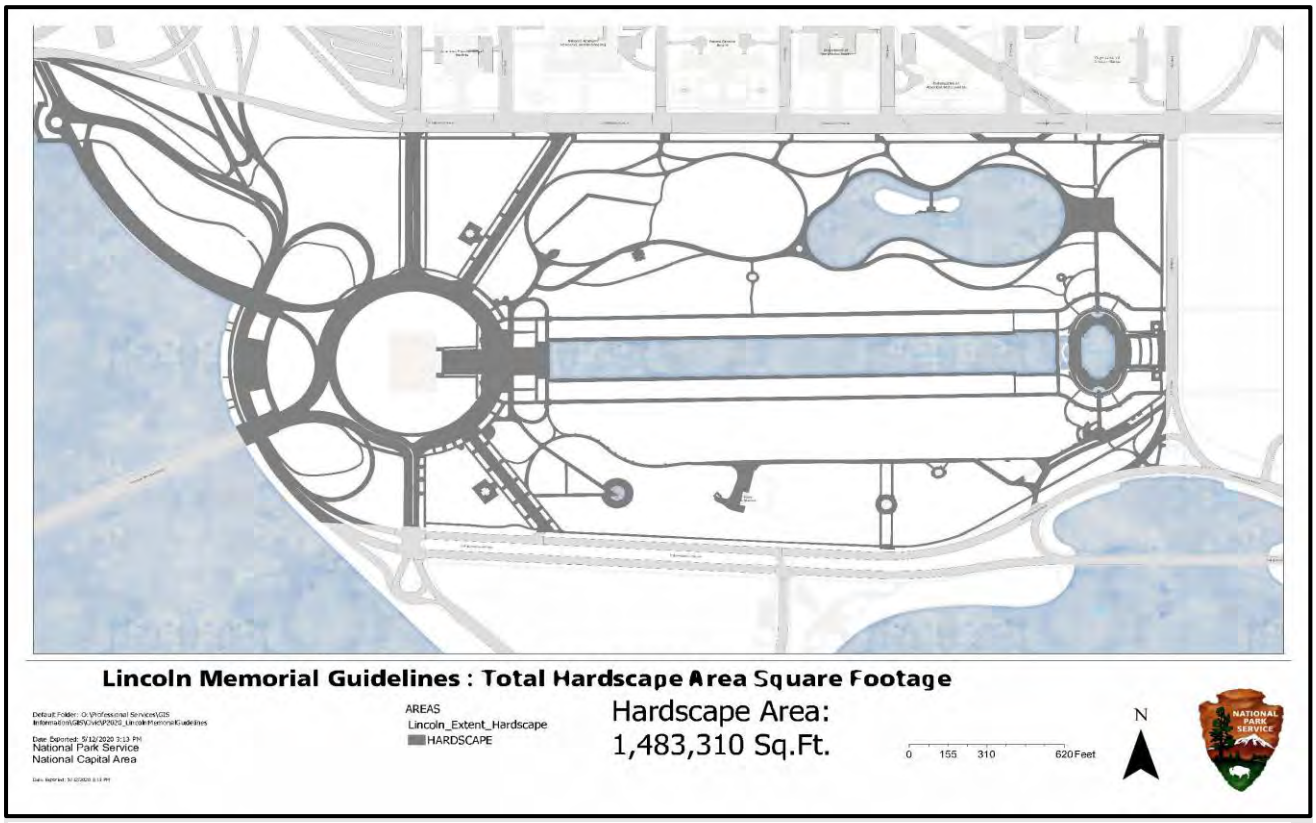


FIGURE 36. TOTAL HARDSCAPE AREA SQUARE FOOTAGE AT THE LINCOLN MEMORIAL AND SURROUNDING LANDSCAPES

8.7.1 HARDSCAPE AREAS FOR TEMPORARY STRUCTURES

Non-turf areas such as walkways and hardscapes are the preferred locations for permitted activities, particularly activities using temporary structures. The hardscape areas include the Lincoln Memorial Approachway, East Plaza, Lincoln Memorial Reflecting Pool Steps, and Plaza, Lincoln Memorial Reflecting Pool Paths, Watergate Steps Plaza, North and South Elm Walks and Roads (limited use). Multiple separate activities using structures may not be permitted simultaneously on the hardscapes to lessen the impact on the visitation.

8.7.2 SET UP ON HARDSCAPE

The following map illustrates the maximum width and length for temporary structures placed on hardscape (non-turf) areas. Each area allows for a maximum standard tent size, space for tent supports on every side, and other non-tent structures (stages, towers, etc.). A 20-foot-wide clearance is required on all roads, including the East Plaza, to allow for emergency vehicle access. A minimum of 4-foot-wide clearance is required on all walkways to allow for an accessible pedestrian route.

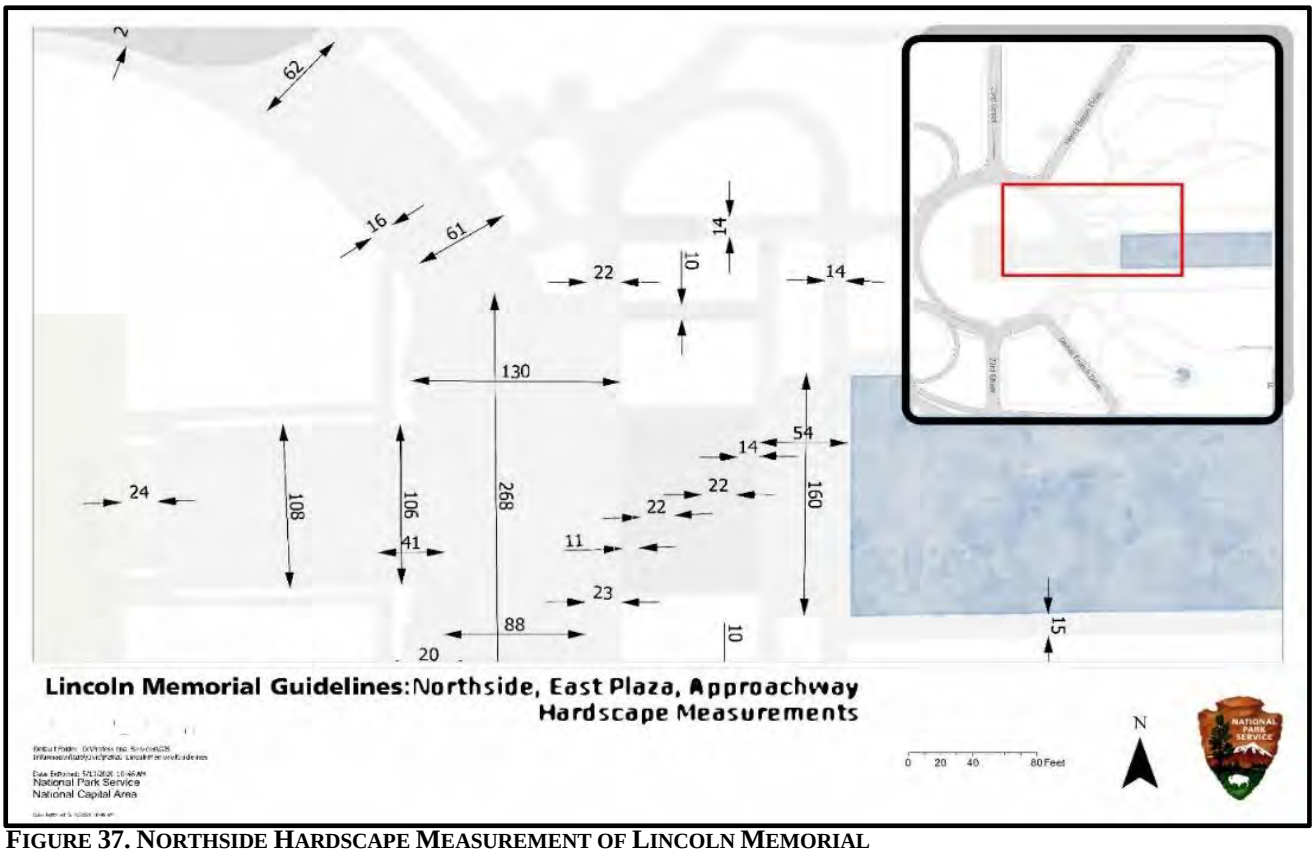


FIGURE 37. NORTHSIDE HARDSCAPE MEASUREMENT OF LINCOLN MEMORIAL

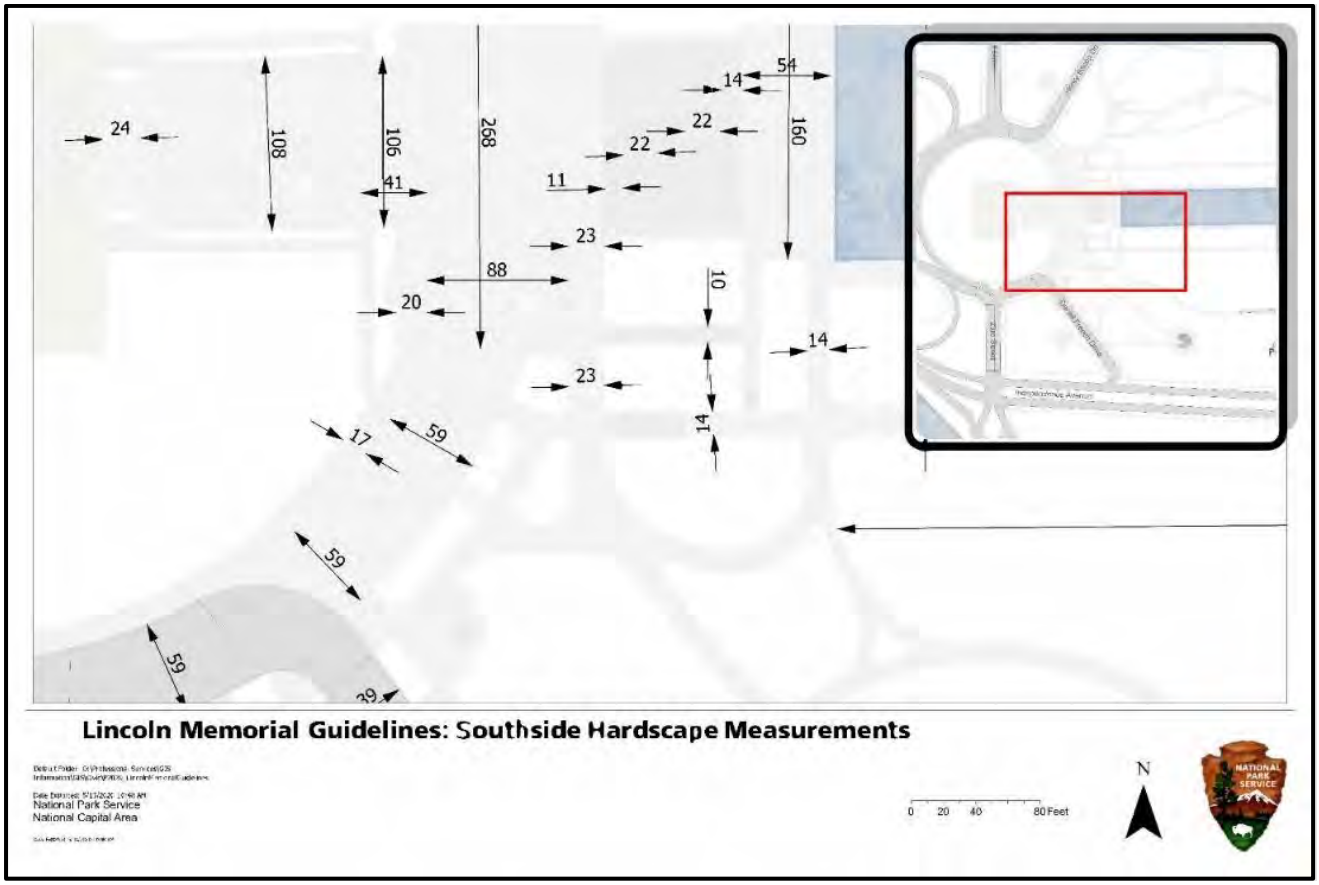


FIGURE 38. SOUTHSIDE HARDSCAPE MEASUREMENT OF LINCOLN MEMORIAL

8.8 TURF AREAS AND TOTAL SQUARE FOOTAGE

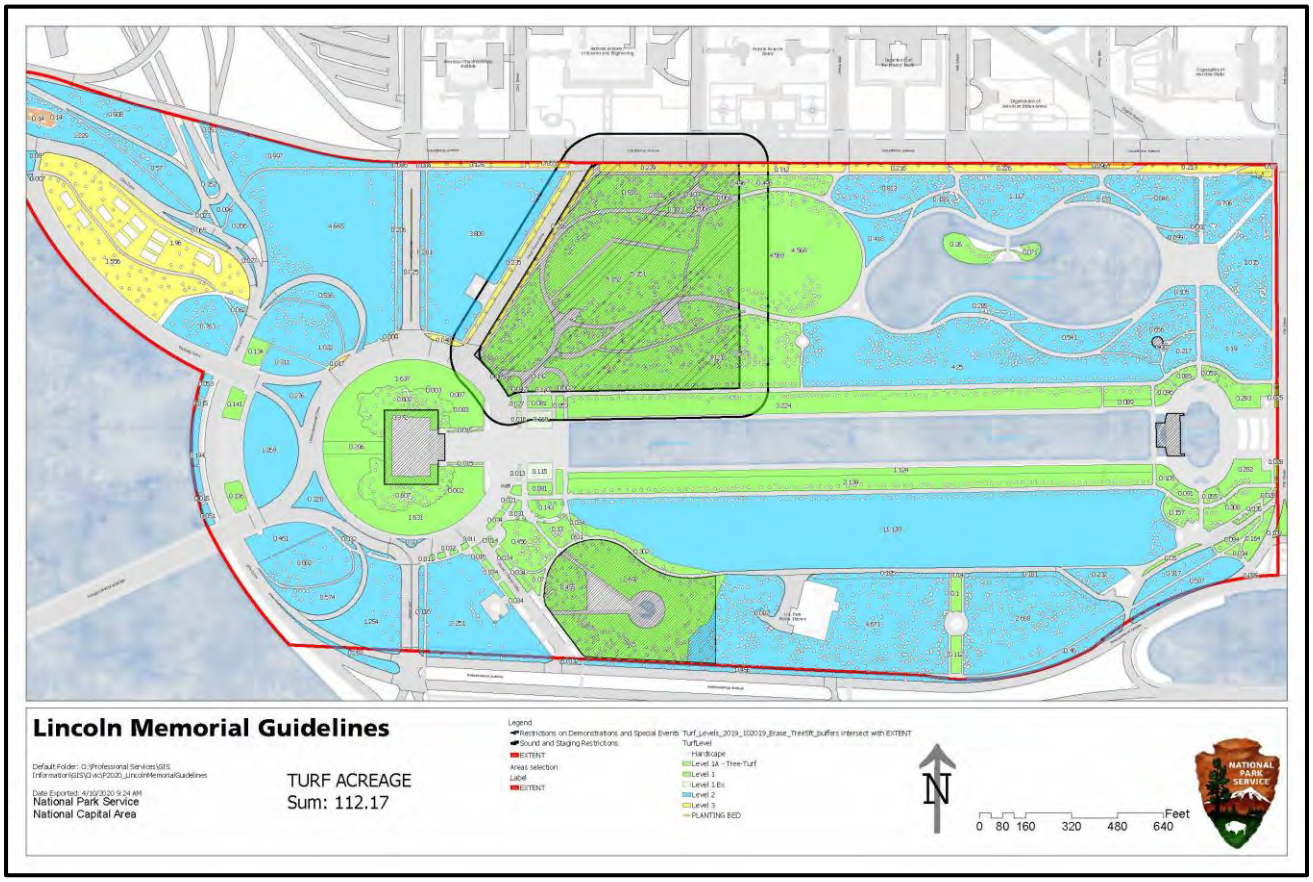


FIGURE 39. TOTAL TURF AREA SQUARE FOOTAGE AT THE LINCOLN MEMORIAL AND SURROUNDING LANDSCAPES

8.8.1 TURF AREA LOCATIONS FOR TEMPORARY STRUCTURES

Structures are permitted on specific walkways and hardscape as outlined in other sections of this document. Structures are permitted on turf with the limitations listed in the *Resource Protection Guidelines for Turfgrass.* Areas include Henry Bacon Ball Field and Private Reception Area, J.F.K. Hockey Field, Daniel Chester French Drive Turf Area, Reflecting Pool Turf Areas, Reflecting Pool Steps Turf Area, Watergate Steps Turf Area and Lincoln Memorial Circle Turf Area. Structures are not allowed under trees or in shrubs.

8.8.2 SET UP OPPORTUNITIES ON TURF

The following map illustrates the maximum allowable size in relation to width and length for temporary structures placed in turf areas. Dependent upon turf protective directives from the *Resource Protection Guidelines for Turfgrass*, maximum allotted space for setup of temporary structures (tents, stages, video screens are covered, etc.) may vary. There may also be requirements for emergency ingress/egress routes depending on the size and scope of permitted activities.

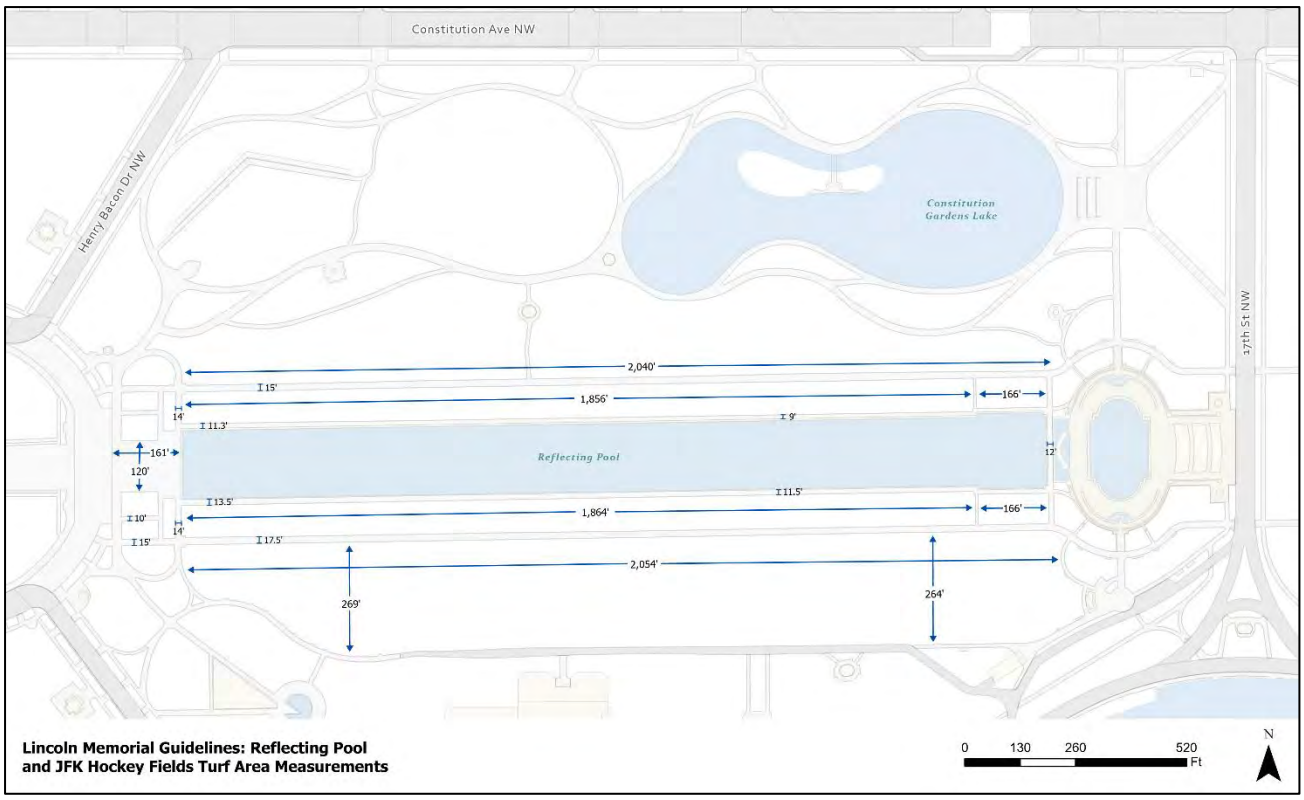


FIGURE 40 TURF MEASUREMENTS AND REFLECTING POOL MEASUREMENTS

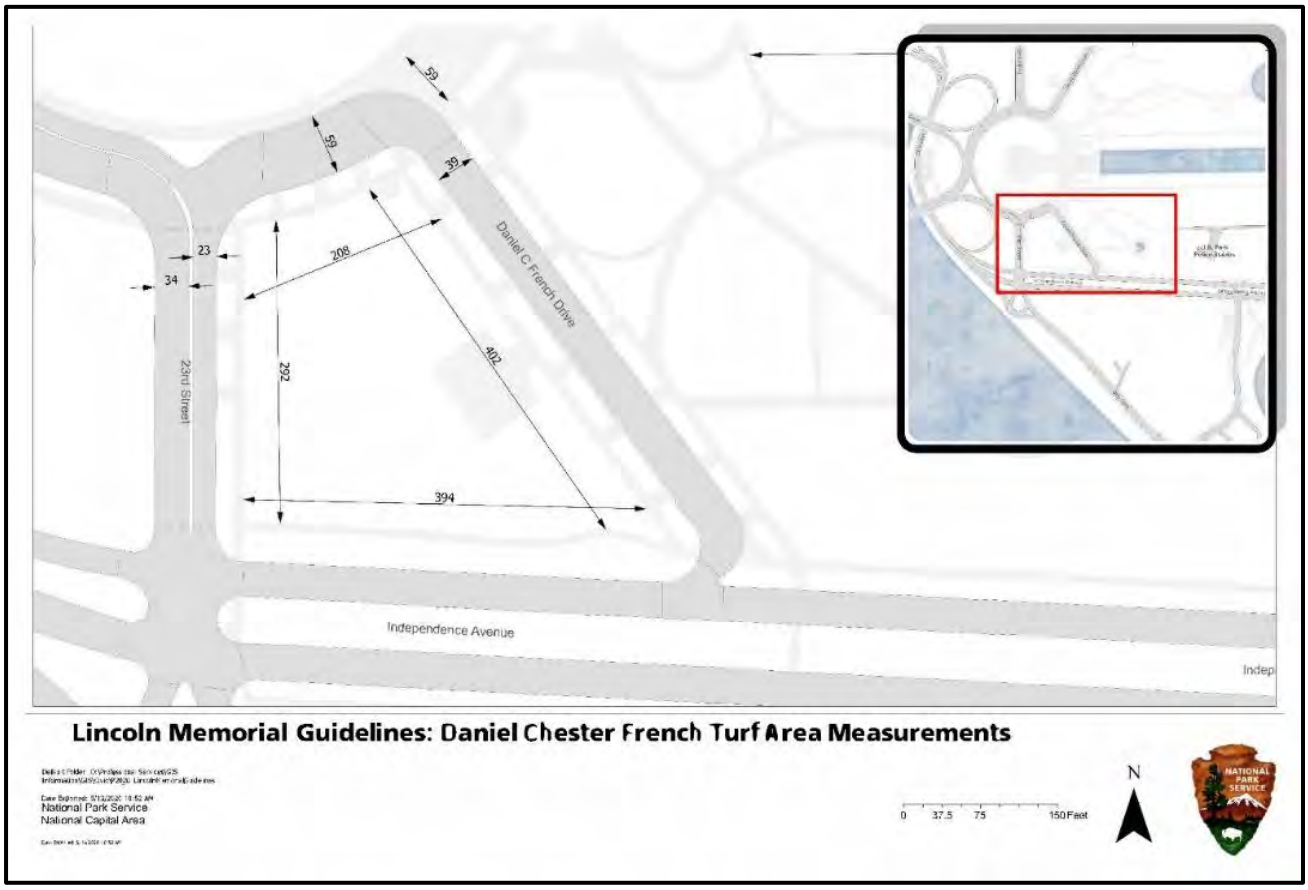


FIGURE 41. DANIEL CHESTER FRENCH TURF MEASUREMENTS

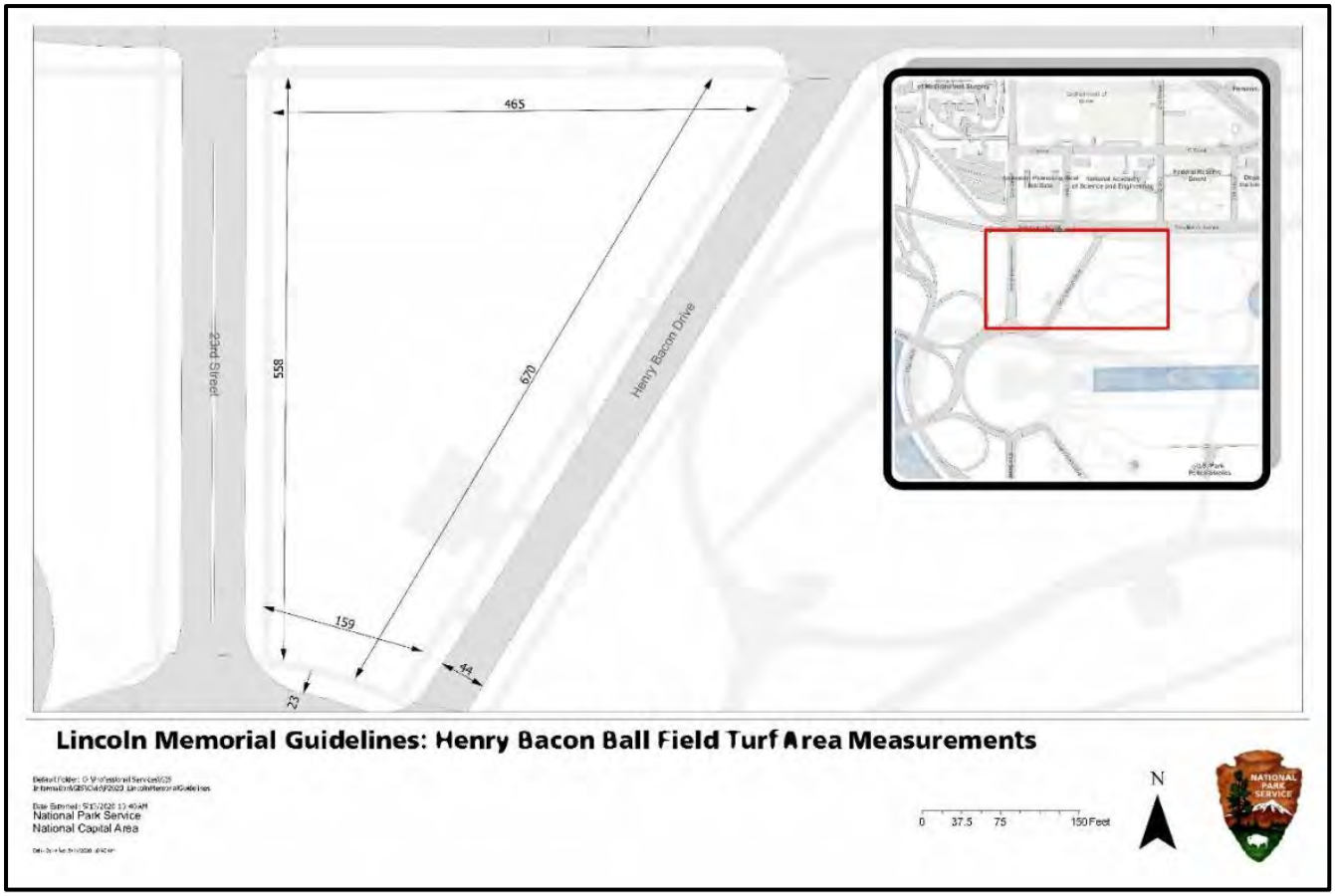


FIGURE 42. HENRY BACON BALL FIELD TURF MEASUREMENTS

8.9 LOCATIONS FOR SETUP OF CHAIRS OR OTHER SEATING

The setup of chairs or other seating is permitted on all walkways, hardscapes, and turf areas with the exception of the Lincoln Memorial Circle Turf Area and the accessible walkways to the Memorial. To prevent damage to hardscape areas, all chair legs must have rubber footings. Chairs must be placed on protective flooring depending on turf level. Appropriate protective flooring must also be used when seating is placed on turf areas.

8.10 LOCATIONS FOR PEDESTRIAN STANDING AREAS

Standing is permitted on all hardscapes and turf areas with exception of the Lincoln Memorial Circle Turf Area and the accessible walkways to the Memorial. If weather conditions are particularly bad and/ or crowds are excessively large, permit holder must install protective flooring.

9 PROCEDURES TO PROTECT CULTURAL, LANDSCAPES AND NATURAL RESOURCES

The following table is used to ensure all permittees meet deadlines outlined in these guidelines, *National Mall and Memorial Parks Event Planning Guide*, *Resource Protection Guidelines for Turfgrass*, *National Capital Region (NCR) Outdoor Event and Tent Requirements* and meet the conditions of the permit. Please note that this timeline may vary based on the scale of the event. The NPS Permit Specialist will work with the Permittee to determine exact date(s)/schedule(s) for each permitted event. (Please see Appendix G)

10 PROCEDURES TO PROTECT LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES

The following table is utilized to help the permit specialist calculate a recovery deposit for activities requiring cost recovery. This will be calculated based on risk factors and amount of area used.

Risk Factors:

Low - limited setup on turf, Approachway, limited number and size of structures, limited deliveries, robust resource protection measures, accurate crowd estimates, weather plan, and detailed production plan.

Medium - moderate set up on turf, moderate number of structures, minimal deliveries, minimal resource protection measures, uncertain crowd estimates, weather plan, general production plan.

High - set up on turf, several hardscape areas, multiple structures, large sized structures, multiple deliveries, limited vehicle access, minimal resource protection measures, uncertain crowd estimates, weather plan, vague production plan.

EVENT CROWD PARAMETERS
Minor Event: less than 100 attendees
Small Event: 100 to 1,500 attendees
Medium Event: 1,501 to 4,999 attendees
Large Event: 5K to 50K attendees
Very Large Event: 50K to 249K attendees
Extreme Event: 250K + attendees

SECTION TWO: EVENT OPERATIONS OVERVIEW & REQUIREMENTS

1 UTILITIES

The Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes have various utility systems including irrigation systems (sprinkler heads), electrical, and water located throughout the turf areas. Permittee is responsible for avoiding any utility lines in the work areas. If existing utilities are damaged as result of negligence or not following permit conditions, the permit holder is liable and financially responsible for repairs. Permittee is responsible for obtaining a ground penetrating radar scan for areas where staking is authorized for generator grounding rods and tents.

1.1 ELECTRICAL AND POWER SUPPLY REQUIREMENTS

The installation and distribution of electrical power used to support the activity must comply with *National Capital Region (NCR) Outdoor Event and Tent Requirements*, the *National Mall and Memorial Parks Event Planning Guide,* and *The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass*.

<u>Additional requirements include:</u>

- All generators or equipment containing fuel located within 50 ft. radius of the Reflecting Pool must have a secondary containment.
- All generators without a built-in containment must have a secondary containment unit.
- All cables (power, audio, etc.) shall be encased in a cable troth. When the cable troth crosses a road or walkway, it must be ADA compliant.
- An NPS official must be present for the staking of grounding rods.
- A US Park Police escort is required in restricted locations including the undercroft - to run power and communication lines for example. Consult NPS or USPP to ensure permit (and security) conditions are strictly followed.

TABLE 4. UTILITIES AVAILABLE FOR PERMIT HOLDER ACTIVITIES AT THE LINCOLN MEMORIAL.

	Lincoln Memorial Circle (asphalt pavement)	Lincoln Memorial Reflecting Pool Steps and Plaza	Turf Areas Level 1	Turf Areas Level 2	Hardscape Areas
NPS Water Source	None	None	None	JFK Hockey Field	None
NPS Power Source	None	Yes	None	None	None

2 Environmental Safety

Per environmental laws enforced by the Environmental Protection Agency (EPA) and the D.C. Department of Energy & Environment (DOEE), no hazardous material or waste shall be disposed of in the storm sewer system, in any body of water, or on the ground. Hazardous material shall be collected and disposed of according to federal and district regulations. A manifest of hazardous materials shall be provided to and approved by NPS. For any hazardous materials, an emergency spill plan must be provided, as well as an emergency spill kits on-site. In addition, all vehicles or motorized equipment are required to be in working condition and free of any leaks of oil or hydraulic fluid. In case of a spill or leaks the permit holder must notify Events Compliance Monitor, Permit Specialist and United States Park Police immediately.

2.1 SOILING OR SPILLS ON SITE

Should hard surfaces in or around the Memorial be inadvertently soiled or stained during an event, cleaning products must first be approved by the NATIONAL MALL AND MEMORIAL PARKS Division of Resource Management before proceeding. Ingredients in common cleaners vary widely and some may not be appropriate for surfaces found on site. For example, highly alkaline or highly acidic cleaners may irreparably damage masonry. Pigments in paint may spread when cleaned. Oil or petroleum-based stains may require yet another treatment.

If a surface is soiled or stained, this condition must immediately be brought to the attention of the National Park Service. The NPS may decide to clean the staining themselves or direct the permit holder to undertake this action using a specific product. Failure to alert the NPS of these circumstances and using the wrong cleaner may have significant adverse consequences. The permit holder is held liable under these circumstances.

TABLE 5. OTHER PUBLIC USE LIMITATIONS AT THE LINCOLN MEMORIAL

	Limit
	The use of confetti, smoke, lasers, and projecting images onto the Lincoln Memorial are not allowed.
Unmanned Aircraft Systems	Unmanned Aircraft Systems are not permitted to be flown on NPS land per Secretarial Order 3379 Temporary Cessation of Non-Emergency Unmanned Aircraft System Fleet. In addition, and pursuant to 36 CFR 1.5 and a Record of Determination dated August 13, 2014, the launching, landing or operation of unmanned aircraft, including model airplanes and drones, are prohibited. All aircrafts, helium filled balloons, etc. within the restricted airspace (P-56) surrounding the White House, the U. S. Capitol and the Memorial core from the U. S. Capitol to the Lincoln Memorial is also prohibited.
Structural Wind Requirements	Wind loads for vertical structures shall be calculated by a certified structural engineer. Structures must withstand up to 46 miles per hour (mph) wind gust and sustained winds of 40 mph.
Heat Generating Equipment	Heat-generating equipment is prohibited at any point during the installation of temporary structures. This includes welding, cutting, soldering brazing, paint removal with heat, or other heat/flame generating devices.

3 FIREWORKS

The launching of fireworks is allowed from behind the Lincoln Memorial and midway down the Lincoln Memorial Reflecting Pool on land under National Park Service jurisdiction per the requirements in 3.1. Permission to use a barge in the Potomac River must be acquired from the United States Coast Guard and applicable District of Columbia government agency. Additional approval by District of Columbia Fire is required.

3.1 DISPLAY REQUEST REQUIREMENTS

All request for firework or pyrotechnic displays must be made in writing and approved by the Superintendent. Firework display request must include at a minimum:

- Connection of firework display to activity.
- Detail plan showing all firework launch sites and fall out zones.
- Fireworks inventory list.
- Resource protection plan including cleanup of shell fragments.
- Safety Plan including weather contingency.
- Proof of Licenses, insurance and bonding of Firework Company.
- Certifications of all pyrotechnic technicians and assistants.

All firework (pyrotechnics) shall meet NFPA 1123, NFPA 1124, NFPA 1126, and be inspected and approved by the National Capital Area (NC) Authority with Jurisdiction (AHJ). These standards can be found in the *National Capital Region (NCR) Outdoor Event and Tent Requirements.*

All pyrotechnic technicians and assistants shall meet the state or locality certification requirements, as approved by the NCA-AHJ.

<u>Maximum Shell Size</u>:

- Midway Lincoln Memorial Reflecting Pool- 10” Shells
- Behind Lincoln Memorial- 6” Shells

Fireworks cannot stage nor can a firework display launch from Arlington Memorial Bridge.

To protect the exposed aggregate from the steel rack system the permittee must lay down a minimum of:

- ¾” piece of plywood on top of the pallet
- ½” piece of plywood on top with an additional cross section of 2x6 lumber over it

The permittee shall be responsible for any cleaning required of the Lincoln Memorial resulting from falling ash and embers that stain the stylobate or other masonry of the memorial.

4 VIBRATION

Excessive vibration at the Lincoln Memorial, Reflecting Pool and Surrounding Landscape is potentially detrimental to existing building materials, landscape features, wildlife and visitor health and safety. Sources of vibration include, but are not limited to, construction activities, heavy traffic, amplified music, firing of ammunition and aviation flyovers. Therefore, a permit holder and their subcontractor(s) must select equipment for use on site that minimizes both ground and air-borne vibration.

Distance from the Source: As a rule of thumb, the deleterious effects of vibration are lessened dramatically by distance, so the further away the source of the vibration is from the Memorial, the less the structure (and surrounding area) are adversely affected. For example, vibration levels drop by a factor of two with each five-foot increase in the distance between the vibration source and the Memorial. Therefore, it is best to construct temporary structures remotely and deliver them to the site for final assembly.

4.1 VIBRATION RESTRICTIONS

Vibration limits to mitigate the risk of damage to historic structures must be in accordance with the following and well accepted Swiss standards (SN 640 312a).Sources of vibration (see definition section) must be operated and located in such a fashion that peak particle velocities are less than **3 millimeters per second (mmps)**, or **0.12 inches per second (ips)** for frequencies between **10 and 30 Hertz (Hz)** at the Memorial and other historic landscape features. The Swiss standards allow for higher peak particle velocities of **3 to 5 mmps** or **0.12 to 0.20 ips** for frequencies between **30-60 Hz** for machine and traffic vibration sources.

4.2 VIBRATION SOURCES

At a minimum, a permit holder must address the following potential sources of vibration:

- Demolition and demolition equipment, such as hammers or chipping guns.
- Construction equipment, including tools used to build temporary structures.
- Moving heavy equipment or materials with floor jacks.
- Dropping heavy loads (off handcarts, from a crane or lift).
- Audio from speakers.
- Flyovers of low-flying aircraft.
- Heavy vehicles.
- Generators.
- Any other potential sources of vibration from the ground and from the air.

4.3 PERMIT HOLDER REQUIREMENTS

Prior to an event, a permit holder must submit a written description of any activities which may produce deleterious vibration:

- Construction schedule of activities.
- Equipment type, model, etc.

- Purpose and location of use.
- Duration of use.
- Methods planned to minimize vibration.

4.4 VIBRATION MONITORING

A permit holder shall engage an Acoustic and Vibration Specialist, with seismographic equipment, to continuously monitor vibration and acoustic noise generated by event activities. This testing must be undertaken by qualified personnel using non-destructive methods, such as triaxial geophone monitoring equipment (vertical, radial traversal) with a microphone. The microphone must be pointed in the direction of the Memorial rather than at the source(s) of vibration. Monitors must also have wireless capability to transmit responses as quickly as possible.

These instruments must measure vibration levels produced by construction equipment and other sources of vibration in use around the Memorial. They must also collect data on various ambient vibration levels induced by sources such as traffic, helicopters and aircraft.

If vibration levels exceed predetermined threshold levels - see above - work must cease and new approaches to completing tasks must be proposed. New methods must minimize levels of vibration to within acceptable standards.

4.5 VIBRATION CRITERIA

These requirements must be performed in collaboration with NPS, who will stop work at any time if protocol is breached:

- For any vibration that is sustained during work for ten (10) seconds or more at a rate of 2.5 mmps , the permit holder is required to evaluate work protocol in order to continue work.
- For any vibration that is sustained during work for ten (10) seconds or more at a rate of 2.5 mmps, the permit holder is required to stop work *entirely* and re-evaluate work methods.
- For any “shocks” (isolated transient vibration events) that are registered by the monitors at 3.0 mmps or above, the permit holder is required to stop work and re-evaluate methods.

4.6 EXCEEDING VIBRATION CRITERIA

In the event vibration exceeds criteria, the permit holder must adhere to the following protocol and required to:

- Stop all work if vibration criteria are exceeded.
- Immediately notify NPS if a vibration level is exceeded.
- **IDENTIFY WHAT ACTIVITIES GENERATE THE EXCESSIVE VIBRATION AND PROPOSE MEASURES TO LIMIT OR REDUCE THIS CONDITION. THE NPS MUST APPROVE THESE MEASURES.**
- Have alternative methods and/or plans ready to implement if vibration limits are exceeded.

4.7 AIRCRAFT NOISE

Excessive noise produced by low-flying aircraft has the potential to damage building elements.

- Vibration and noise levels must be monitored during an event.
- Noise produced by aircraft flyovers must not exceed **130 decibels**.
- 4 bladed propellers are generally quieter than 3 bladed propellers.
- The number of engines in a plane affects sound levels; the more engines the more sound.
- The number of planes in a formation affects sound levels; fewer planes produce less sound.

DEFINITIONS OF VIBRATION TYPES: (from *Vibration Limits for Historic Buildings and Art Collections*, by Arne P. Johnson and W. Robert Hannen).

Transient Vibrations: Result from ground impacts, such as from dropping heavy debris, which generate a large initial response that quickly decays (attenuates) with distance from the vibration source.

Continuous or Steady-State Vibrations: Result from continuous, high-energy activities, such as vibratory pile driving or vibratory roller compaction of soil. This type of vibration may be problematic.

Pseudo-Steady-State Vibrations: Are a mixture of transient and steady-state responses.

How Vibrations are Measured: For buildings, the magnitude of vibrations is typically measured in terms of peak particle velocity (PPV) using units of inches per second (in/sec [or ips]). The number of vibration cycles in a specified period of time is called the vibration frequency, typically measured in Hertz (Hz), or cycles per second [cps].

5 TEMPORARY LIGHTING

The lighting of the Lincoln Memorial is specifically designed to create a unique visual effect on this national historic icon and is designed to meet the memorial's original design intent. Developed and refined by a team of technical experts, the lighting design was reviewed by the District of Columbia State Historic Preservation Office and other review agencies to ensure that it was in alignment with the memorial's original design. The system features several clusters of different lighting types for specialized effects. Erecting or placing supplemental lighting in the Lincoln Memorial, Reflecting Pool, and surrounding landscapes could disrupt the memorial's design intent and hinder the public's experience of this historic icon.

The existing lighting for the site includes the interior and exterior of the Lincoln Memorial. The Elm Walks and the Reflecting Pool lighting must remain undisturbed during activities.

Temporary light is allowed under the following conditions with the following requirements:

- A plan illustrating use of temporary lighting and lighting structures must be submitted.
- Light cannot be directed toward the exterior of Lincoln Memorial or interior elements (statue, murals, engravings).
- The color or temperature of the current lighting may not be altered.
- The reflection of the Washington Monument or Lincoln Memorial in the Reflecting Pool must not be disrupted from any vantage point where the reflection of either the Washington Monument or Lincoln Memorial would, without temporary lighting, be visible.
- There must be no impact on the P-56 flight path, night sky, and/or wildlife by lighting. This requires the use of, at a minimum, the following:
    - Low-level lighting.
    - Lighting fixtures that minimize glare.
    - Downward focused light fixtures.
    - Energy efficient light sources such as low-pressure sodium lamps.

6 MEDIA, FILMING, AND PHOTOGRAPHY

A Special Use Permit is required for all commercial filming as defined in 43 CFR Part 5, for commercial photography, and for any other still photography using models, sets, or props. The National Park Service has determined that permits are necessary for commercial photography and all photography using models, sets, or props, to protect agency resources, minimize visitor use conflicts, and to maintain the atmosphere of calm, tranquility, and reverence. Permits may be acquired from the Permits Management office.

A full closure of the Lincoln Memorial, Reflecting Pool, and/or Surrounding Landscapes is never authorized for filming and photography.

6.1 FILMING AND PHOTOGRAPHY WITHIN RESTRICTED AREAS

Within the restricted areas of the Lincoln Memorial, (any area above the white marble steps of the Memorial and interior chamber) commercial filming and photography that uses models, sets, or props, will only be allowed pursuant to a permit; at a minimum, permits for commercial filming and photography using models, sets, or props will be subject to:

- All equipment must be handheld, shoulder-mounted and or a Steadicam. The use of tripods, monopods or stands is prohibited.
- No more than a total of five (5) persons associated with the permitted production are allowed inside the Chamber. This includes both cast and crew.
- The recording of sound/dialogue is not allowed.

- Commercial Filming and photography using models, sets, or props is only allowed pursuant to a permit during low visitation periods - after midnight and prior to 8:00 am. Requests outside these hours are reviewed based upon the time of year and other considerations related to preservation of park resources; maintaining an atmosphere calm, tranquility, and reverence; and visitor management.
- Only intermittent pedestrian control is permitted - not lasting more than 5 minutes - and is only allowed during filming/photography of a scene.
- Superintendent's waiver may allow for certain restrictions to be amended regarding the use of a stand inside the Chamber for national celebrations.

6.2 COMMERCIAL FILMING AND PHOTOGRAPHY OUTSIDE THE RESTRICTED AREAS OF THE LINCOLN MEMORIAL

The restricted areas of the Lincoln Memorial include the White Marble steps and above, the interior chamber, the portico landings including the columns. Commercial filming and photography using models, sets, or props is allowed outside the restricted area pursuant to a permit, which will include at a minimum the following conditions:

- Equipment may be handheld or on a tripod/stand. Video Villages of no more than a 10'x10' Canopy, four (4) studio stands and monitors are allowed of the northwest side of the Approachway. Jib arms with a camera or cameras, and dollies on tracks with mounted a camera or cameras, are allowed. Length of the jib arm and dolly on track must not exceed thirty (30) feet.
- Only intermittent pedestrian control is permitted not lasting more than five (5) minutes and is only allowed during filming/photography of a scene.
- Memorial access must be maintained. The ingress into the Memorial is the south side of the Granite and Marble Steps and the north side of the Granite and Marble Steps will serve as the egress from the Memorial.
- The use of camera cranes can only be set up and placed at the Reflecting Pool plazas. Set up of any crane on the East Plaza, Approachway of the Memorial and below the white marble steps is not allowed.
- Filming and photography of large-scale productions, i.e. those with 15 or more of cast and crew members, at the Lincoln Memorial area below the white marble steps and Approachway is allowed only during low visitation periods, i.e., after 10:00 pm and prior to 8:00 am. Requests outside these hours will be reviewed based upon the time of year and other considerations related to preservation of park resources and visitor management.

6.3 MEDIA

During park operational hours of 8:00 a.m. – 4:00 p.m. from Monday through Friday, media inquiries will be directed to the National Mall and Memorial Parks communications office at 202-245-4676 and/or U. S. Park Police Public Information Officer at 202-619-7266.

News-gathering activities involving filming, videography, or still photography may require a permit based on the criteria in 36 C.F.R. § 5.5(a) and 43 C.F.R. Part 5.

- In the event a news filming includes the setup of multiple cameras, a temporary news studio, jib arm camera, dolly on tracks, etc., a permit is required from the Permits Management office.

During a large-scale special event or demonstration where several news outlets are anticipated, the Permittee may be required to establish a film and print pool outlet pursuant to the terms or conditions of a permit. The pulling of any cables/fiber hookups for the media requires a permit from the National Mall and Memorial Parks Division of Professional Services.

7 STRUCTURAL HEIGHT LIMITATIONS

The Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes comprise part of the storied 890-foot-wide east-west vista between the Lincoln Memorial and United States Capitol. The NPS must balance the use of the Lincoln Memorial and Surrounding Landscapes for permitted activities and the experience of other visitors.

To help maintain this balance, and to support the use of temporary structures while still maintaining an atmosphere of contemplation and reflection, the NPS conducted a Visual Impact Study in 2018 to understand the impact of permitted activity structures on the east-west vista and visitor experience. The Visual Impact Study cast a broad look at the areas encompassed by the McMillan Plan. From this broad look, the NPS found it critical to the visitor experience to protect a narrowed 135-foot-wide section of the vista spanning from the Approachway to the World War II Memorial. The Visual Impact Study is available here: https://www.nps.gov/nama/learn/news/upload/NCR_Evaluation_of_Visual_Impact_Analysis_for_the_National_Mall_2018.pdf

Pursuant to the Superintendent's Compendium Section C (3), "[t]he . . . height restriction does not apply to temporary construction equipment such as cranes for construction projects or to temporary communications structures necessary to support security and safety at mass public gatherings in the park." Such temporary construction equipment, however, is only allowed by permit. This report is one of many references, studies and guidelines the NPS considered in deciding to maintain the requirement to keep the area between the Raised Terrace and the top of the cornice visible for visitors. While the general height limitation in the park for vertical structures is 45 feet, in order to maintain an unobstructed view of the Lincoln Memorial Chamber and based on the 135-foot-width of the Approachway inclusive of the north and south ramps and stretching to east in of the Reflecting Pool. The NPS has instituted a tiered height limitation in this corridor. The tables below provide the maximum height of structures based on the elevation of the location in relation to the Lincoln Memorial Chamber. Pursuant to 36 CFR 7.96 (g)(4)(vii)(A)(C) the NPS will not permit separate activities using structures simultaneously that have a negative impact on the visitor experience and other permitted activities in the same area.

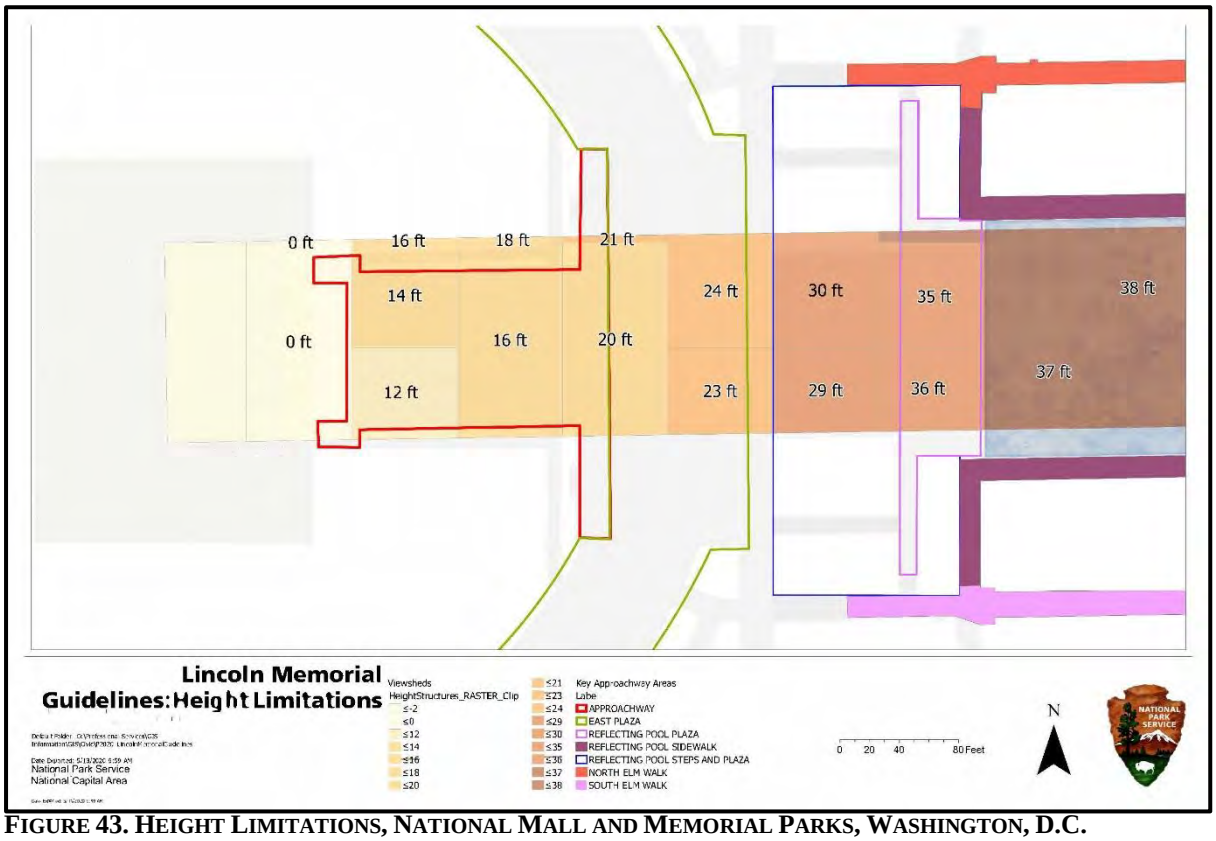


FIGURE 43. HEIGHT LIMITATIONS, NATIONAL MALL AND MEMORIAL PARKS, WASHINGTON, D.C.

TABLE 6. HEIGHT LIMITATIONS OF THE LINCOLN MEMORIAL, REFLECTING POOL AND SURROUNDING LANDSCAPES.

LOCATION	MAXIMUM HEIGHT
JFK Hockey Field	45 ft.
Lincoln Memorial Circle (Asphalt Pavement)	19 ft.
East Plaza (Concrete Pavers)	24 ft.
Granite Landing	0 ft.
Watergate Steps and Plaza	45 ft.
Watergate Steps East Turf	45 ft.
Watergate Steps West Turf	45 ft.
North and South Elm Walks	45 ft.
Daniel Chester French Turf Area	45 ft.
Henry Bacon Ball Field and Private Reception Area Turf	45 ft.

TABLE 7. APPROACHWAY MAXIMUM HEIGHTS

APPROACHWAY	MAXIMUM HEIGHT
Approachway Landing 1	12 ft.
Approachway Landing 2	13 ft.
Approachway Landing 3	16 ft.
Approachway Landing 4	16 ft.
Approachway Lowest Landing	20 ft.
North and South Walkways	15 ft.

Landing 1 is at the base of the Granite Steps and the Approachway Lowest Upper Reflecting Pool Sidewalk is located at the eastern edge of the Landing is the same elevation at the East Plaza. (Read table west to east). East Plaza and the Reflecting Pool Plaza is located between the base of the Reflecting Pool Steps and the Reflecting Pool.

TABLE 8. REFLECTING POOL STEPS, PLAZA, AND PATHS MAXIMUM HEIGHTS

Reflecting Pool Steps, Plaza, and Concrete Paths	Maximum Height
Upper sidewalk Reflecting Pool Steps	24 ft.
Reflecting Pool Steps Landing 1	30 ft.
Reflecting Pool Steps Landing 2	30 ft.
Reflecting Pool Steps Plaza	36 ft.
North and South Reflecting Pool Concrete Path	38 ft.

8 ACCESS TO THE UNDERCROFT

Request to access the undercroft to obtain additional logistical support must be coordinated in advance with the United States Park Police and the NPS Permits Management Division. Access points (door and windows) may not be left propped open and unattended at any given time. Designated personnel(s) must be clearly identified with the proper credentials and accompanied by United States Park Police or National Park Service Permits Management Representative while accessing the undercroft.

9 TURF, TREE, AND SHRUB PROTECTION

The temporary protection of natural landscape features, which include all flora and fauna during a permitted activity is essential for long-term preservation. All temporary protection measures must be submitted for review and approval by the NPS prior to installation. Permit holder must adhere to the resource protection standards outlined in this guideline and the *Resource Protection Guidelines for Turfgrass*.

Tree and root protection zones shall be established using protective fencing (bike barrier or equivalent). This applies to setups that include structures and areas where pedestrian capacity is limited (1 person per 5 square feet). The guidelines address rootzone protection and any other activity that may adversely affect a tree. Each event shall designate a worker on site to monitor protection of tree zones.

10 TURF PROTECTION

The Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes consists of two types of turf: Level 1 and Level 2. The *Resource Protection Guidelines for Turfgrass for the National Mall and Memorial Parks* provides a detailed explanation of turf requirements. Alternative proposed flooring or set up methods must be approved by the Turf Management Specialist and affirmed through the permit process (planning, in writing) by the Permit Specialist. Plywood is never an acceptable temporary covering and shall not be used.

Please see *The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass* for a more detailed turf, tree and shrub protection guideline.

11 WAIVER REQUEST

Waivers are evaluated on a case-by-case basis, are rarely granted, and are only granted under exceptional circumstances. Each waiver request is evaluated individually, without regard to the identity or viewpoint of the requestor. Waiver requests are evaluated for impacts to park resources and compliance with current statutes, regulations, and policies, including the policies in this section. Past approval of a similar activity/waiver does not necessarily determine approval or denial of a new waiver request. Restrictions and requirements found in statutes, the Code of Federal Regulations, and the Superintendent's Compendium (unless the Compendium provides for a waiver of the particular provision sought to be waived), have the force and effect of law and therefore cannot be waived by the Superintendent.

The Superintendent will evaluate all waiver requests for special events and demonstrations based on the criteria outlined by NPS *Policy* Memorandum 16-02:

> (1) The magnitude and duration of the interference with, or displacement of, normal public use of an area during the conduct of the permitted activity and its effect on the visitor experience;
>
> (2) Possible safety concerns for visitors, park staff, and park volunteers;
>
> (3) The inconvenience to members of the public who will not be participating in the event;
>
> (4) The appearance (and possible criticism) that the permitted event is effectively monopolizing the use of an area within the park and;
>
> (5) Impact to park resources.

All waiver requests must adhere to the following requirements:

- Permittee is required to submit a written waiver request at least 20 business days prior to the first day of setup.
- Waiver requests must include, at a minimum, the following:
    - A thorough explanation of why the activity cannot adhere to the requirement(s) and/or restriction(s) sought to be waived.
    - A list of the specific restriction(s) and/or requirement(s) that the activity is requesting a waiver for.
    - A complete site layout detailing types of temporary structure locations and dimensions (length, width and height) along with a detailed equipment list.
    - A detailed activity overview with production and event timelines.
    - Plan(s) to mitigate adverse impact(s) (such as visitor access, turf, concessions, transportation etc.) a waiver may have on the requested permit area or other park resources, if the waiver is granted.

- A detailed explanation of the impact that denial of the waiver request will have on the proposed activity, including how the applicant would proceed if the waiver request is denied.

The Superintendent will review and respond to all waiver requests in writing within 20-business days of receiving a complete waiver packet, depending on the submittal of both the application for the activity and a waiver. The Superintendent may deny, approve, or require additional information about the waiver request within the 20-businessday period from submittal of the waiver request. A failure to timely respond to a waiver request does not constitute a grant of the requested waiver.

11.1 NATIONAL CELEBRATION EVENTS

National celebration events occurring at Lincoln Memorial, Reflecting Pool and Surrounding Landscapes are covered under 36 CFR 7.96 (g)(4).

National celebration events include only those events listed in 36 CFR 7.96(g)(4)(ii).

The Superintendent will only consider waivers for the restrictions below to facilitate activities associated with a national celebration event, the official annual commemorative Lincoln birthday ceremony, the anniversary of the March on Washington, or the anniversary of the dedication of the Lincoln Memorial :

- Removal of center section of the Lincoln Memorial retaining granite security wall located on the westside of Lincoln Memorial for presidential security.
- Lowering of security bollards for the setup or removal of equipment associated with presidential security.
- Attaching items/flagging/etc. to the exterior marble columns. This action is not recommended and must be avoided.
- Temporary structures positioned within the Lincoln Memorial Circle Turf Area.
- To have setup exceed the width of the Approachway and protective bridge structure over the Yew shrubs.
- To allow setup on the granite steps to facilitate presidential security.

A waiver to enhance the lighting in the center portion of the Chamber is only allowed during events deemed as a national celebration, in order to balance the appearance of the statue for broadcast purposes and is only allowed pursuant to a permit. Any waiver request must comply with the following parameters:

- The temporary lighting as proposed will be operational for a period not to exceed 5 hours.
- A maximum of 12 individual fixtures, either on stands no taller than 6 ft or placed on the ground. Stands must be approved by the NPS.
- All lights located on the ground level must be placed behind the central interior columns and the doorway columns.

- The lights must be flagged and aimed at the statue and cannot spill onto the side walls of the Chamber.
- Light filters cannot change the color of the Chamber lighting.
- Lights cannot exceed 1200W with a fixture output of 20,000 lumens.
- Lighting must not shine directly into the Memorial obscuring visitor view.
- Lighting used outside of the Chamber:
    - Backlighting directed towards the Memorial may be used to highlight a speaker, if present.

All waiver requests for the above-listed events must adhere to waiver request submission requirements outlined in the previous sections.

11.2 SPECIAL TEMPORARY PROTECTION

If the Superintendent grants permission to exceed the width of the Approachway and/or use of the columns in conjunction with a Presidential activity, the following resource measures are required:

11.2.1 PROTECTION OF YEWS LINING NORTH AND SOUTH ACCESSIBLE PATHWAYS

A row of Yew shrubs are situated at the front (east) elevation. They are in planters lining the north and south accessible pathways bordering the Approachway that leads to the Memorial.

If permission for this action is received, protection of the area must adhere to the following requirements:

- Fully bridge over the shrubs without touching the foliage below.
- The structure used to create this bridge must rest on hardscape only.
- Temporary structures must not stake into the dirt in the planters, as staking may damage the roots.
- Coverings, which block the shrubs from water and sunlight, must not be in place for longer than 48 hours maximum.

FIGURE 45. FIGURE 46. YEWS LINING THE APPROACH WAY AT THE LINCOLN MEMORIAL.

11.2.2 PROTECTION OF COLUMNS

Permit Holder may not secure structures, scaffolding, or any other fixtures to columns unless prior approval is granted by the Superintendent. If permission for this action is received, protection of each column must adhere to the following requirements:

- Individual pieces of closed-cell rigid insulation (polystyrene) must be cut to fit each recess (flute) of each column.
- Non-staining ¾" plywood must be adhered to surfaces of rigid insulation pieces.
- A continuous non-abrasive webbed strap must secure protection assembly around the entire circumference of each affected column(s).
- A broad wooden "saddle" must rest on protected column where load is to be applied.
- Metal bracing must load onto wooden saddle only.
- Bracket locations shall be positioned so that vertical pipe in contact with the column protection is centered on the flute ridge.

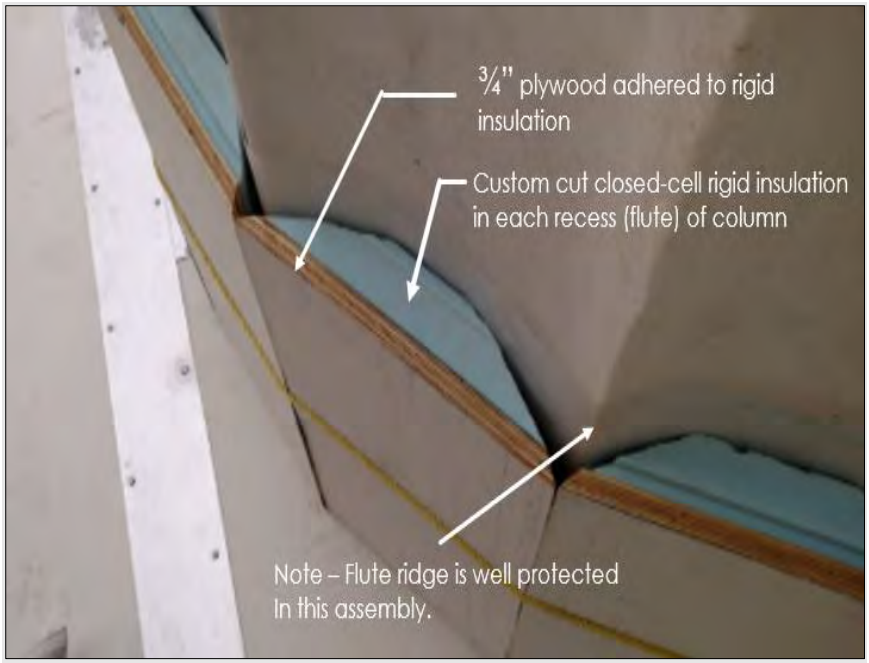


FIGURE 47. EXAMPLE OF COLUMN PROTECTION HIGHLIGHTING PROTECTION AT FLUTE RIDGE
FIGURE 48. EXAMPLE OF COLUMN PROTECTION HIGHLIGHTING BRACING OF WOODEN SADDLES.

SECTION THREE: EVENT OPERATION PROCEDURES AND REQUIREMENTS

1 TIMEFRAMES FOR PRE-EVENT PREPARATION AND POST-EVENT RESTORATION

The following table recommends scheduled timeframes for pre-event preparation and for post-activity restoration for activities held on at the Lincoln Memorial and surrounding Landscapes.

The Permits Management Specialist and Turf Manager may also recommend alternate durations or locations based on Memorial activity and/or turf conditions.

<u>The following notes apply to all time frames and all event parameters:</u>

Permittee shall maintain general public access to the Lincoln Memorial, facilities (restrooms, exhibit area), Vietnam Veterans Memorial, Korean War Veterans Memorial, kiosks, pathways, etc. at all times. The permit system requires the Permittee to maintain public access to Lincoln Memorial, facilities, etc. The permit office may provide information about maintaining general access. Review Memorial access plan and develop permit conditions based on plan.

Pre-activity preparation assessment: Any pre-existing damage shall be documented with photographs by the NPS personnel.

Post-activity recovery assessment: Any post-activity damage shall be documented with photographs by the NPS personnel.

The following shall be included in the pre-activity and post-activity assessments:

- Turf and Landscapes Conditions – damaged branches or trunks, vandalism, unseasonable foliar litter, turf ruts, tire marks or bare areas etc.
- Hardscape conditions – cracked surfaces, damaged curbs, holes in gravel areas, etc.
- Streetscape furniture conditions – damaged or missing furniture, etc.
- Irrigation system – function, damage to any sprinkler heads, etc.
- Utility conditions – function, damage to any utility hook-up points, etc.
- Memorial conditions damage to masonry (historic or modern), cleanliness, etc.

TABLE 10. PRE-EVENT PREPARATION STEPS AND ACTIONS

	PERMIT PROCESS	PERMITTEE	PERMITS MANAGEMENT OFFICE	TURF MANAGER/RESOURCE MANAGEMENT	UNITED STATES PARK POLICE (USPP)
PLANNING	Permit system must highlight the scale of event and expected attendance.	Inform Permit Office about scale of event and expected attendance.	Inform Turf Manager and other pertinent Park staff of events likely to affect turf and Landscapes and Memorial conditions.	Identify concerns and work with Permits Office. Plan advance strategies to maintain Memorial turf and Landscapes in good to excellent condition.	Work with permits office to identify access to area and security concerns.
TURF MAINTENANCE				Document soil and turf conditions on a regular basis to prepare turf to withstand events. Follow guidelines from Chapter 2.	
IRRIGATION	Permit system identifies location of irrigation system.	Provide set up plans.	Facility Management Software System (FMSS) must be notified of the need to disable specific sprinkler heads for specific time period. Sprinklers may be shutoff for the same amount of time as protective flooring is allowed (3 to 10 days depending on season).	Examine irrigation system to assess performance. Program system so as not to spray the event during, prior or at the end of the event. Ensure that permittees are aware of all sprinkler head locations prior to activity.	

TABLE 11. PRE-EVENT REQUIREMENTS PRIOR TO SETUP

	PERMIT PROCESS	PERMITTEE	PERMITS MANAGEMENT OFFICE	TURF MANAGER/RESOURCE MANAGEMENT	UNITED STATES PARK POLICE (USPP)
LOGISTICS: **Delivery schedule** **Site layout** **Equipment list** **Transportation plan[1]** **Sanitation Plan (Trash and Portable restrooms),** **Stamped engineered drawings, etc.**	Permit system requires permittees to provide information about the logistics of the event.	Provide information about all activity logistics including a site layout at least 20 days in advance of setup, if application submission date allows.	Review logistical plans. Develop permit conditions based on resource.	Make final pre-inspection walkthrough with Park Arborist to determine and document state of turf and landscaping. Review logistical plans and transmit,-concerns to Permits Office.	Review logistical information to assess security requirements and schedule equipment sweeps by US Park Police. Transmit concerns to Permits Office. In restricted locations, a USPP escort is required. Consult NPS or USPP to ensure permit (and security) conditions are strictly followed.
RESOURCE PROTECTION PLANS: **Turf, tree, shrubbery protection plan,** **Temporary protection material plan for hardscapes**	Permit system requires permittees to provide information about resource protection.	Provide a plan/information about resource protection and materials used for protection.	Review resource protection plan Develop permit conditions based on area used.	Review resource plans and transmit concerns to Permits Office. Erect fencing to protect NPS resources like shrubs, trees etc.	
Temporary Road or Memorial Closures	Permit system requires permittees to submit request for temporary road or Memorial closures.	Permittee must provide a detailed request for approval for any temporary road or Memorial closures at least 20 days in advance of setup, if application submission date allows.	Review request for any temporary closures. Develop permit conditions. Develop Record of Determination (ROD) for closure if applicable.		Review request for any temporary closures. Assign USPP Officers if necessary.

Cost Recovery	Permit system may require special events to provide a cost recovery deposit to pay for costs incurred by the NPS and/or USPP resulting from the activity, such as employees' services (permit monitoring, administrative, etc.), restoration and/or rehabilitation, or cleanup of parkland.	Provide cost recovery funds to NPS at least 14 days prior to special event and finalized approved plans. Provide cost recovery to USPP at least 15 days prior to special event.	Assess if cost recovery is required for special event. Cost recovery is based on the size and scope of the event.	Based on site layout and logistics of special event and guidelines defined in *The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass ,* determine amount of turf cost recovery deposit and transmit to Permit Office.	Assess if cost recovery is required for special event. Work directly with applicant to calculate cost.

TABLE 12. PRE- EVENT WALKTHROUGH (48 HOURS PRIOR TO START OF SETUP)

	PERMIT PROCESS	PERMITTEE	PERMITS MANAGEMENT OFFICE	TURF MANAGER/RESOURCE MANAGEMENT	UNITED STATES PARK POLICE (USPP)
Participants	Permit system identifies which stakeholder must attend, including the Permittee.	Permittee must attend.	Permit Specialist or Permit Monitor must attend.	Turf Manager and/or other park representatives must attend, if applicable to ensure NPS guidelines and priorities are covered.	USPP may attend meeting if applicable.
Condition Assessment	Permit system recommends photo documentation of permitted area. Permit system must require permittees to sign off condition assessment documentation.	Photo documentation is recommended for the benefit of all parties. Sign-off on condition assessment document.	Confirm grounds condition for patches, dead grass, and cracked cement noted as "existing" pre-event. Sign-off on condition assessment document Prepare report. Archive report with permit.	Photo document to support long term tracking of turf and soil conditions. Document findings of walk-through. Sign-off on condition assessment document.	

TABLE 13. ACTIVITY (SETUP, EVENT, BREAKDOWN)

ACTIVE PERIOD	PERMIT PROCESS	PERMITTEE	PERMITS MANAGEMENT OFFICE	TURF MANAGER/RESOURCE MANAGEMENT	UNITED STATES PARK POLICE (USPP)
Soil and turf condition		Follow permit conditions.	Ensure permit conditions are followed.	Daily turf and soil monitoring - check conditions and transmit concerns to Permit Office.	
Equipment Setup: Delivery schedule Generators Flooring, Tents etc.		Follow permit conditions.	Ensure permit conditions are followed. Assign event compliance monitors.		In restricted locations, a USPP escort is required Consult NPS or USPP to ensure permit (and security) conditions are strictly followed.
Temporary Structures		Follow permit conditions.	Ensure permit conditions are followed.	Check conditions daily and transmit concerns to Permit Office.	
In case of significant rainfall or other extreme weather conditions	Permit system must require an inclement weather plan include lightning plan.	Follow permit conditions. Work with Permits office and Superintendent in the event of extreme conditions.	Review inclement weather plan. Develop permit conditions. Ensure conditions are followed. Coordinate cancellations delays or other requirements with the Superintendent and the Permittee.	Examine turf conditions and make recommendations to Permits Office and Superintendent.	Coordinate cancellations or delays with Permit Office and the Permittee.
Event Day: monitoring and recording conditions, weather, etc.		Follow Permit conditions.	Event monitors to monitor activity for compliance.	Turf Manager and/or staff to monitor conditions of turfgrass.	Staff activity if applicable.
Breakdown of activity	Permit system must ensure plans are received for equipment removal, schedule for equipment removal, trash removal, remediation of site.	Follow permit conditions.	Event Monitors to ensure permit conditions are followed. All equipment is removed, and trash is cleaned up. Document breakdown.		Staff activity if applicable.

TABLE 14. POST-EVENT WALKTHROUGH (FORTY-EIGHT (48) HOURS AFTER BREAK DOWN IS COMPLETE)

	PERMIT PROCESS	PERMITTEE	PERMITS MANAGEMENT OFFICE	TURF MANAGER/RESOURCE MANAGEMENT	UNITED STATES PARK POLICE (USPP)
Post-event walkthrough with the Permittee for condition assessment	Permit system must require permittees to participate in walk through. Permit system must require permittees to sign off concurrence document related to condition assessment.	Participates in walk through. Signs off on condition assessment document.	Participate in walk through. Photo documentation of conditions. Note inconsistencies with permit conditions. Sign off concurrence document related to condition assessment.	Turf Manager and Tree Specialist participate in walk through to examine turf and landscapes for excessive wear or damage caused by event. Photo documentation of conditions. Sign off concurrence document related to condition assessment.	

TABLE 15. POST-EVENT RECOVERY PERIOD

	PERMIT PROCESS	PERMITTEE	PERMITS MANAGEMENT OFFICE	TURF MANAGER/RESOURCE MANAGEMENT	UNITED STATES PARK POLICE (USPP)
Remediation of damage	Permit system documents if level of damage resulting in the need for cost recovery is caused to turf and notifies permittees.	Responds to cost recovery request.	Assign damage and personal cost to the Permittee if applicable. Assign costs of turf management team.	Turf Manager and Tree Specialist track expenditures for turf and landscapes recovery and shares with Permits Office for NPS cost recovery. Resource Management assess, Memorial and utility damage and report cost to Permits office.	
Records conditions and prepares report	Permit system saves/ archives a copy of the condition assessment and final report for the administrative record.	Records conditions and receives a copy of final report if applicable.	Record conditions and observations to set of best practices. Prepare letter on event related issues and combines with turf report if applicable.	Record conditions and add observations to set of best practices. Archive conditions. Develop report of findings related to turf.	

2 CLOSURE AND CANCELLATION OF ACTIVITIES AT THE LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES

Closures and cancellations shall be enacted for health, security, safety, weather, and soil condition. Soil conditions shall be evaluated to ensure prevention of damage to the turf; this is particularly important in the event of extremely moist or wet soil, which is subject to greater damage. The Turf Manager may determine that impending weather conditions will result in wet conditions within the same day and may cancel or reschedule events to prevent damage. Please refer to the *National Mall and Memorial Parks Event Planning Guide and the Resource Protection Guidelines for Turfgrass* for more details about closure and cancellation of activities.

Mandatory cancellation:

- For emergency, public health, national security concerns or public safety. (36 CFR 1.5; 36 CFR 2.32(a)(2))
- In conjunction with USPP's mass notification procedures for evacuations or closures.

	Soil Moisture Level / Test	**Permit Holder Informed[2] (per 36 CFR 1.5, 1.6, 1.7, 1.10)**
Application contains notification of cancellation policy		• Review weather projections and seasonal patterns • Rain dates pre-determined during rainy seasons • Review closure and cancellation policy; there is no guarantee of rescheduling; there is no reimbursement
Operations inventory and event schedule 14 days before event		• Weather and soil moisture warning; • Back-up plan for cancellation, rain dates, relocation to Tidal Basin Parking Lot, or rescheduling availability
Pre-event meeting 5 days before		• Weather and soil moisture warning
Pre-event walk through 3 days before event	Test soil moisture	• Initiate back up plan
Set up for temporary facilities	Soil moisture is high	• Delay of set up; cancellation required within 2-3 days of event
Event days (public activity days)	On site monitoring	• Rain delays
Take down of temporary facilities		• Postpone tear down until soil moisture levels are at an appropriate level.[1]

[1] The amount of time necessary for soil moisture levels to reduce to an appropriate level will vary based upon weather conditions. The Turf Manager and team shall monitor conditions and inform Permittee when soil moisture levels have reached an acceptable level for take down of temporary facilities.

[2] USPP, in conjunction with NPS, will be responsible for citing permit holders causing damage or not adhering to permit rules.

TABLE 16. CLOSURE AND CANCELLATION FOR LINCOLN MEMORIAL, REFLECTING POOL, AND SURROUNDING LANDSCAPES.

	Permit Process	Permittee	Permits Management Office	Turf Manger and/or Resource Management	United States Park Police
PERMIT STEPS AND CLOSURE AND CANCELLATION INFORMATION FOR APPLICANT AND PERMITTEE					
Notification of cancellation and/or delay policy	Permit system requires the Permittee to provide at least a 24-hour notice of activity cancellation. Permit system requires permittees to review closure and cancellation policy outlined NAMA Event Planning Guide.	Review weather projections. Pre-determine rain date(s) if applicable. Review closure and cancellation policy; if there is no guarantee of rescheduling there is no reimbursement.	Inform the Permittee about closures to turf or portions of the Memorial.	Inform the Permittee about the impact of rain and snow with Permitting Office.	
Operations inventory and event schedule	Permit system documents equipment and activity schedule.	Provide back -up plan for cancellation, rain dates, relocation to another area or rescheduling availability	Review back-up plan. Inform the Permittee of turf areas to avoid.	Weather and Soil Moisture Warning	
Pre-event walkthrough	Permit System requires a delay of setup, cancellation and/or adjustment of setup within 2-3 days of activity if turf conditions are overly saturated. Require walk through to access turf and hardscape conditions.	Attend walk through.	Attend walk through.	Weather and soil moisture test-notify the Permittee of locations results.	
Set up of temporary facilities	Permit System requires a delay of setup.	Modify event setup depending area conditions.	On site monitoring.		
Event day (public activity day)	Permit System requires a plan for weather delays (rain, heat, frost, frozen turf conditions) and other potential situations that may delay the activity.	Initiate contingency plan based on triggers. Coordinate with NPS and USPP to implement plan.	On site monitoring.		Coordinate with NPS and the Permittee on implementing contingency plan.
Take down of temporary facilities		Postpone tear down until conditions of turf.	On site monitoring work permittees and Turf Manager.	Assess turf conditions and recommend postponement if conditions exist.	Staff if applicable.

3 EVENT LOAD IN/LOAD OUT REQUIREMENTS FOR DELIVERIES

Load in and activity set up may not occur until pre-event walk through is complete. This will establish the pre-event condition of the approved permit area and will be used to assess any damage afterwards.

All equipment brought to areas located within the security bollards must be carted or carried to location and swept by United States Park Police K-9 unit prior to set up within the bollard area.

The northside of Lincoln Memorial Circle (Henry Bacon Drive, NW and 23rd Street, NW) outside of bollards, cannot be used for general delivery, staging of equipment, or production trailers.

The use of Memorial Bridge for logistical vehicles must be coordinated with the Office of the Superintendent, George Washington Memorial Parkway, (703) 289-2500.

To coordinate the closure of streets under their jurisdiction, contact Metropolitan Police Department Special Events Branch, (202) 671-6522.

3.1 TRAFFIC CONTROL PLAN

The Permittee is required to submit a Traffic Control Plan (TCP) for load in/out and event. The plan must include the following:

- Load in/out schedule of equipment that includes staggering logistical vehicles.
- Request for temporary road closures if the scale of activity warrants request.
- A plan to store empty equipment cases and excess equipment. (Boneyards are not permitted in Lincoln Memorial Circle)
- Provide and post NPS approved directional signage for pedestrian and vehicular access when rerouting visitors due to setup/event /strike activities
- Provide a transportation plan for talent, catering deliveries, media, parking, etc.

3.2 BOLLARDS

The retractable bollards located at Lincoln Memorial Circle (north and south sides) and Lincoln Memorial Reflecting Pool Plaza serve as vehicular barrier and are set in granite and concrete. The security bollard system is controlled by the United States Park Police.

- Vehicular access through the retractable security bollards on both the north and south sides is prohibited.
- Bollards are an integral part of an overall security barrier system for the Lincoln Memorial, Reflecting Pool and Surrounding Landscapes. To maintain the integrity of the security barrier system, no bollards will be cut or removed.
- Bollards must always remain operational and unobstructed for emergency and security access.
- Nothing may be attached, secured, or tied to bollards including but not limited to signs, fixtures, fencing, etc.

TABLE 17. LOAD IN AND LOAD OUT REQUIREMENTS FOR HARDSCAPE AREAS.

	Approachway	Granite Landings and Steps	Lincoln Memorial Circle (Asphalt Pavement)	Lincoln Memorial Circle Sidewalks	East Plaza (Concrete Pavers)	Watergate Steps Plaza and Turf Area	Reflecting Pool Steps and plaza	Reflecting Pool Paths[1]	North and South Elm Walks
Vehicle Access for Equipment Delivery	Independence Avenue, SW and 23rd Street, SW.	Independence Avenue, SW and 23rd Street, SW.	Independence Avenue, SW and 23rd Street, SW and Parkway Drive, NW.	Independence Avenue, SW and 23rd Street, SW.	Independence Avenue, SW and 23rd Street, SW.	Parkway Drive, NW.	Independence Avenue, SW and 23rd Street, SW. 17th Street, NW via the North or South Elm Walks.	South bound 17th Street, NW via the North or South Elm Walk.	From south bound 17th Street, NW.
USPP Security[1] Sweep Required	Yes	Yes	Yes	Yes	Yes	No	Yes, if within vehicle barrier	Discretion of USPP	No
Access to set up equipment at permit location	Hand carted or carried.	Hand carted or carried (elevator cannot be used).	Hand carted or carried.	Hand carted or carried.	Hand carted or carried.	Hand carted or carried on golf cart.	Hand carted or carried.	Hand carted or carried on golf cart or small truck.	Hand carted or carried golf cart or small truck.

[1]Security equipment sweeps are at the discretion of USPP and will be conducted at any time throughout the event

TABLE 18. LOAD IN AND LOAD OUT REQUIREMENTS FOR TURF AREAS.

	Lincoln Memorial Circle Turf Area	Reflecting Pool Steps Turf Area	Reflecting Pool Turf Area	JFK Hockey Field	Daniel French Turf Area	Henry Bacon Ball Field # 11 and Private Reception Turf Area
Vehicle Access for delivery of equipment load in/out	No set up permitted.	Independence Avenue, SW and 23rd Street SW.	South bound 17th Street, NW via the North or South Elm Walk.	Ash Woods Road.	Independence Avenue, SW via Daniel French Drive, SW.	Constitution Avenue, NW between 23rd Street, NW and Henry Bacon Drive, NW.
USPP Security Sweep Required	No set up permitted.	Yes.	Discretion of USPP.	Discretion of USPP.	Discretion of USPP.	Discretion of USPP.
Access to set up equipment in permit location	No set up permitted.	Hand carted or carried.	Hand carted or carried golf cart or small truck.	Hand carted or carried. Follow turf guidelines regarding vehicle use.	Hand carted or carried. Follow turf guidelines regarding vehicle use.	Hand carted or carried. Follow turf guidelines regarding vehicle use.

4 TEMPORARY STRUCTURES AND TEMPORARY RESOURCE PROTECTION MATERIALS

The temporary protection of the Lincoln Memorial, Reflecting Pool, and Surrounding Landscapes during a permitted activity is essential for its long-term preservation. All temporary protection measures and structures must be submitted for review and approval by the NPS *prior* to installation as part of a permit application.

An activity using temporary protection and/or temporary structures cannot harm park hardscapes by defacing or drilling into existing materials.

Temporary structures include any structure constructed and/or assembled to facilitate a permitted activity. Examples of temporary structures includes stages, scaffolding, bleachers, podiums, sound towers, light towers, camera stands, structures for video screens, booths, concession stands, tents, etc., built of any material. Temporary structures must be constructed of non-rusting and non-staining materials. All temporary structures must comply with all Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA), International Fire Code and standards for fire prevention and protection. In addition, all temporary structures exceeding 900 sq. ft. must certified by a professional structural engineer. **All temporary structures require resource protection materials when placed on hardscapes. All temporary structures must be reflected on a site layout. A temporary structure will not be permitted unless it meets all of the above requirements.**

4.1 REQUIREMENTS FOR TEMPORARY RESOURCE PROTECTION

- All protective pads or cushioning devices must be non-staining and must be approved by the NPS prior to installation.
- Protection must be solid or made with an intact “honey-combed” structure. It must not be fibrous, friable, or constructed with small plastic beads that may spread if protection is damaged.
- Protective materials must be weighted down to prevent objects from blowing away.
- If non-freezing, non-staining liquids are used in the area to weigh down features, the NPS must approve this product. Permittee must provide the Safety Data Sheet (SDS) for these materials. All liquid must be disposed of offsite. Liquids, including water, must not be dumped onsite or in storm sewers.
- Sandbags, which may break open, are not permitted on site.
- Temporary protection materials such as carpet remnants and neoprene pads must be non-staining.
- Protective material must be installed at all contact points between where temporary equipment and/or fencing meets existing architectural hardscape.

- Materials may be combined or stacked for further protection.

4.1.1 ADDITIONAL PROTECTION REQUIREMENTS WITH USE OF THE APPROACHWAY AND GRANITE LANDING

Protection of Alaska and Hawaii Indoctrination Plaque and Martin Luther King, Jr. Commemorative Inscription:

- Temporary structures of any kind, including camera tripods, must not rest directly on the Alaska/Hawaii or Martin Luther King. Jr. plaques without adequate protection.
- Rubber-tipped tripods may bridge over these areas but must not make direct contact.
- Protection must consist of a “sandwich” of polyurethane sheeting, closed-cell rigid insulation (Polystyrene) and non-staining, ¾” plywood.
- Dimension of protection must substantially exceed the dimensions of the plaque/inscription.
- Temporary protection must be sufficiently weighted down, so it is not blown away or dislodged.

TABLE 19. HARDSCAPE RESOURCE PROTECTION MATERIALS

	Marble	Granite	Cobblestone	Asphalt pavement	Exposed aggregate concrete sidewalks	Concrete Pavers	Alaska and Hawaii Plaque (Approachway No weight bearing equipment)[7]	I Have A Dream Inscription (No weight bearing equipment)[7]
Polystyrene [6]	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
I Protective Flooring (Flooring)	Yes	No	No	Yes	No	No	Yes	Yes
Carpet Remnants	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Plastic Sheeting below cushioning material	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Plywood[4] (In combination with other materials only)	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Combination Enkamat/Plywood	Yes	No	No	Yes	Yes	Yes	Yes	Yes
Neoprene pads	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Cable Troughs	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

[4]Plywood must be used in combination with polystyrene or enkamat. Plywood must not come into direct contact with hardscape surfaces. A "sandwich" of plastic sheeting, polystyrene and plywood works well (in this order).
[5]See glossary for definitions of protection materials.
[6] Polystyrene must be 60 psi over affected hard surfaces, site furnishings and features.
[7]Plaques and inscriptions may be bridged over with temporary materials, but no weight may bear directly on the surface(s).

4.2 REQUIREMENTS FOR TEMPORARY STRUCTURES

Temporary structures must comply with all applicable federal and local building and life safety codes including the most recently adopted versions of the American Society of Civil Engineers (ASCE) 7-05, National Fire Protection Association NFPA-101, International Building Code (IBC) (or subsequent issue), International Fire Code (IFC) , Occupational Safety and Health Administration (OSHA).

The Permittee shall submit a site layout plan detailing the following:

- Type of temporary structure (i.e. stages, towers, tents, etc.)
- Weight of temporary structure (adhere to load limits of permitted area).
- Dimensions (Height, Length, Width, Depth).
- Number and location of structures. (i.e. stage, towers, tents, generators etc.)
- Adherence to allowable live load of requested hardscape area.
- Cable runs (include cable troughs).
- A detailed equipment list including generators, tents, and stages.
- Identify resource protection measures for hardscape, turf, irrigation system (if applicable) and utilities if temporary structures are placed over these areas.
- The layout of these structures must be represented on a map.

Permittee shall provide certification statement with date not to exceed 1 year prior to event, by a professional engineer licensed in the United States. The requirement for a certification statement applies to all temporary structures 900 square feet or more (this is inclusive of total combined area of connected individual structures not more than 5 square feet apart). The NPS may require drawings for structures under 900 square feet if placed on hardscape areas.

- All drawings for temporary structures must include, at minimum weight, Pounds Per Square foot (PSF), foundation, anchoring system, wind and snow load calculations.
- Structures shall be considered connected if they are within 5 feet of each other, share a common foundation/anchor, share a common utility, or are connected by any other means.
- All live loads shall be uniformly distributed. Calculations for allowable live load may use stress design or load resistance factor criteria as long as the most stringent of all load combinations are utilized.
- Temporary walkways shall not be considered when evaluating if structures are connected.

TABLE 20. ALLOWABLE TEMPORARY STRUCTURES AT THE LINCOLN MEMORIAL (HISTORIC STRUCTURE)

	Raised Terrace	Marble Steps	Granite Landing and Steps[2]	Chamber[3]	Colonnade[3]	Roof	Lincoln Memorial Circle Turf [5]	North and South Walkways	Yews[6] Shrubs (along the Accessible pathways)
Tents	No	No	No	No	No	No	No	No	No
Stages and/or platforms	No	No	No	No	No	No	No	No	No
Other temporary Structures[1]	No	No	Per permit* conditions	No	No	No	No	No	No
Chair(s)	No	No	Yes	No	No	No	No	No	No
Podium(s)		No	Yes			No	No	No	No
Temporary Lighting	No	No	No	No*	No	No	No	No	No
Cranes	No	No	No	No	No	No	No	No	No
Long cable runs for power (draped or on paved surfaces)	No	No	No	No	No	No	No	No	No
Generators	No	No	No	No	No	No	No	No	No

[1]Temporary structures beyond tents, stages, and fencing (bike barricade) may include elements such as displays, platforms, jumbotrons, audio towers, audio-visual towers, audio equipment, generators (microphone, speakers etc.) and camera equipment (see filming section for more detail). List is not exhaustive all other temporary structures will be evaluated by the Permit Specialist.

[2] No temporary structure may be set up or erected on the stone where the inscription is located. The inscription must be protected from any temporary structure or facility, trash, dirt, or debris at all times.

[3]Activities are not permitted in the Lincoln Memorial Chamber and Marble steps per regulation.

[4]Nothing may be physically attached to the structure of the Lincoln Memorial including, but not limited to, straps, ropes, rachets or cables. No drilling directly into architectural fabric is permitted.

[5]Setup or staging of equipment is not allowed at Lincoln Memorial Circle Turf Area with exception of Presidential movements for nationally significant events.

[6]Exceptions may be granted at the Superintendent's discretion for National Celebration Events as identified by 36 CFR 7.96 (g)(4)(ii)

*No other temporary structures other than camera equipment and audio equipment including microphone, small speaker stands associated with a podium are permitted on the granite landing.

TABLE 21. HARDSCAPE AREA USE LIMITS FOR TEMPORARY STRUCTURES.

	Approachway	Lincoln Memorial Circle (Asphalt Pavement)	Lincoln Memorial Circle Sidewalks	East Plaza (Concrete Pavers)[4]	Watergate Steps Plaza and Turf Area	Reflecting Pool Steps and plaza	Reflecting Pool Paths	North and South Elm Walks
Tents	Yes	Yes, per permit conditions	No	Yes	Yes	Yes	Yes	Yes
Stage(s)	Yes	No	No	Yes	Yes	Yes	No	No
Other temporary structures[3]	Yes	No	Yes, except northside.	Yes	Yes	Yes	Yes	Yes
Production area, trailers, boneyards etc.	No	No	No	No	Yes	Generators only, per permit conditions.	Generators only, per permit conditions.	No
Vehicles (golf carts, logistical vehicles, trucks) as per permit conditions	No	No	No	No	Yes	Yes	Yes	Yes
Cranes and delivery vehicles	No	No	No	No	Yes	No	Delivery vehicles, per permit conditions.	Delivery vehicles per permit conditions.
Vehicle mounted sign, stages, LED screens, media towers, light towers	No	Yes, except directly behind the LM and northside.	Yes, except northside	No	Yes	Yes	Yes	No
Portable toilets/toilet trucks	No	No	Yes, except east and north sides.	No	Yes	Work with permit monitor for placement.	No	Yes
Dumpster(s)	No	No	No	No	No	No	No	No

	Approachway	Lincoln Memorial Circle (Asphalt Pavement)	Lincoln Memorial Circle Sidewalks	East Plaza (Concrete Pavers)[4]	Watergate Steps Plaza and Turf Area	Reflecting Pool Steps and plaza	Reflecting Pool Paths	North and South Elm Walks
Generators	No	Yes	No	No	Yes, per permit conditions and size.	Yes, per permit conditions and size.	No	Yes, per permit conditions and not directly under a tree.
Barriers/bike racks/non staked fencing	Yes	Per permit conditions.	Yes	Yes	Yes	Yes	Yes	Yes
Camera equipment[5]	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
NPS fencing that is staked	No	No	No	No	No	No	No	No
Security Check Points	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sawdust, wood chips, confetti, seeds, straw, hay bales, paint etc.	No	No	No	No	No	No	No	No

[3]Temporary structures beyond tents, stages, and fencing (bike barricade) might include elements such as displays, platforms, jumbotrons, audio towers, audio-visual towers, audio equipment (microphone, speakers etc.) and camera equipment (see filming section for more detail). List is not exhaustive all other temporary structures will be evaluated by the Permit Specialist.
[4] Vehicular traffic on the East Plaza is limited to emergency, security and maintenance vehicles.
[5]Camera equipment includes but is not limited to, tripods, monopods, jibs arms, technocranes, modular cranes, and dolly on tracks.

TABLE 22. ARTERIAL ROADS USE LIMITS FOR TEMPORARY STRUCTURES

	Henry Bacon Drive	Daniel French Drive	23rd Street NW (North)	23rd Street NW (South)	Ash Roadway	Parkway Drive
Tents	No	Yes	No	No	No	No
Stage(s)	No	No	No	No	No	No
Other temporary structures[1]	No	Yes, per permit conditions.	No	Yes	Yes	No
Production area, trailers, boneyards etc.	No	Yes, per permit conditions.	No	Yes	No	Yes, per permit conditions.
Vehicles (golf carts, logistical vehicles, trucks) as per permit conditions	No	Yes	No	Yes	Yes	Yes
Cranes and delivery vehicles	No	Yes, delivery vehicles only.	No	Yes, delivery vehicles only.	Yes, delivery vehicles only.	Yes, delivery vehicles only.
Vehicle mounted sign, stages, LED screens, media towers, light towers	No	Yes, per permit conditions.	No	No	Yes, per permit conditions.	No
Portable toilets/toilet trucks	No	Yes	No	Yes	No	No
Dumpster(s)	No		No	Yes	Yes, in gravel area off road.	No
Generators	No	Yes, per permit conditions.	No	Yes, per permit conditions.	Yes, per permit conditions.	Yes, per permit conditions.
Barriers/bike racks/non staked fencing	Yes	Yes	No	Yes, per permit conditions	Yes, per permit condition	No
Camera Equipment[2]	Yes, per permit conditions.	Yes, per permit conditions.	No	Yes, per permit conditions.	Yes, per permit conditions.	Yes, per permit conditions.
NPS fencing that is staked	No	No	No	No	No	No
Security Check Points	Yes	Yes	No	Yes	Yes	Yes
Sawdust, wood chips, confetti, seeds, straw, hay bales, paint etc.	No	No	No	No	No	No

[1]Temporary structures beyond tents, stages, and fencing (bike barricade) might include elements such as displays, platforms, jumbotrons, audio towers, audio-visual towers, audio equipment (microphone, speakers etc.) and camera equipment (see filming section for more detail). List is not exhaustive all other temporary structures will be evaluated by the Permit Specialist.
[2]Camera equipment includes but not limited to tripods, monopods, jibs arms, technocranes, modular cranes, and dolly on tracks.

TABLE 23. LEVEL 1 AND 2 TURF AREA USE LIMITS FOR TEMPORARY STRUCTURES.

	Lincoln Memorial Circle Turf Area	Reflecting Pool Steps Turf	Reflecting Pool Turf	North and South Elm Walk Trees	Daniel French Turf Area	Henry Bacon Ball Field # 11 and Private Reception Turf Area	JFK Hockey Field	Watergate Steps Plaza and Turf Area
Turf Level	Level 1	Level 1[1] with Ex	Level 1	Level 1	Level 2	Level 2	Level 2	Level 2
Tents	No	Yes	Yes	No	Yes	Yes	Yes	Yes
Stage(s)	No	Yes	Yes	No	Yes	Yes	Yes	Yes
Other temporary[2] structures	No	Yes	Yes	No	Yes	Yes	Yes	Yes
Production area, trailers, boneyards etc.	No	No	No	No	No	No	Yes	No
Golf carts with ground pressure of less than 4 psi and turf tires	No	No	No	No	Allowed on turf.	Allowed on turf.	Allowed on turf.	Allowed on turf.
Driving of Telehandlers, forklifts with ground pressure of less 7 psi	No	No	No	No	Allowed on protective flooring.	Allowed on protective flooring.	Allowed on protective flooring.	Allowed on protective flooring.
Cranes and delivery vehicles	No	No	No	No	Yes, per permit conditions.	Yes, per permit conditions.	Yes, per permit conditions.	No
Portable toilets/toilet trucks	No	No	No	No	Yes	Yes	Yes	Yes
Dumpster(s)	No	No	No	No	Allowed on protective flooring.	Allowed on protective flooring.	Allowed on protective flooring.	Allowed on protective flooring.
Generator(s)	No	Yes, per permit conditions.	Yes, per permit conditions.	No	Allowed on protective flooring.	Allowed on protective flooring.	Allowed on protective flooring.	Allowed on protective flooring.

Barriers/bike racks/non staked fencing	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
NPS fencing that is staked	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Security Check Points	No	No	No	No	Allowed on protective flooring.	Allowed on protective flooring.	Allowed on protective flooring.	Allowed on protective flooring.
Sawdust, wood chips, confetti, seeds, straw, hay bales, paint etc.	No	No	No	No	No	No	No	No
Staking 10" or less	No	Yes	Yes	No	Yes	Yes	Yes	Yes
Staking, grounding rods greater than 16"	No	No	No	No	No	No	No	Yes, allowed outside no stake zones with utility location survey.

[1] **Area accommodates a small set up for less than a day (12 hours) with the following equipment only: 10'x10' tents, chairs, and tables. Turf protection is not required. Staking is not allowed in these areas.**

[2] Temporary structures beyond tents, stages, and fencing (bike barricade) might include elements such as displays, platforms, jumbotrons, audio towers, audio-visual towers, audio equipment (microphone, speakers etc.) and camera equipment (see filming section for more detail). List is not exhaustive all other temporary structures will be evaluated by the Permit Specialist

4.3 LIVE LOADS FOR TEMPORARY STRUCTURES

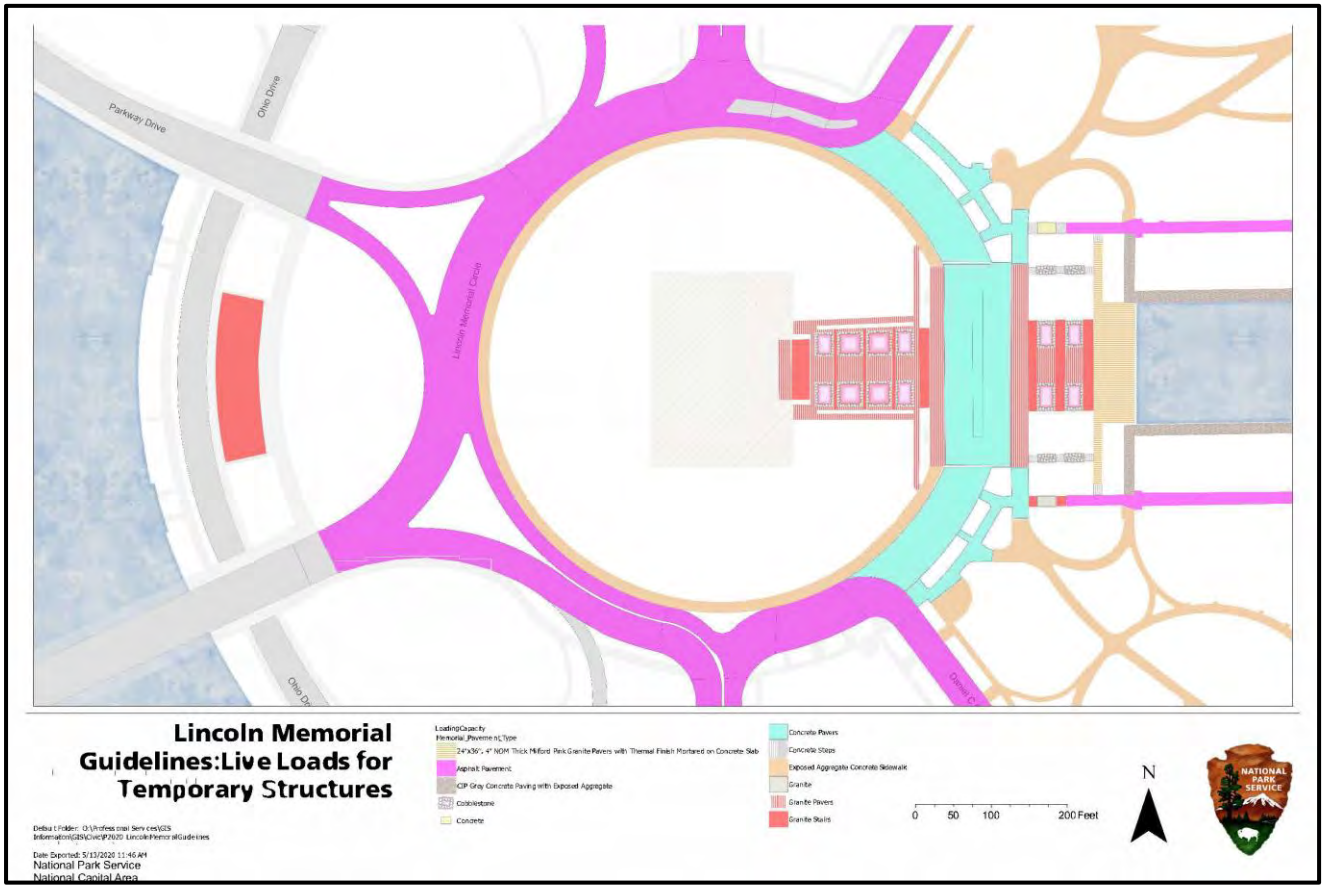
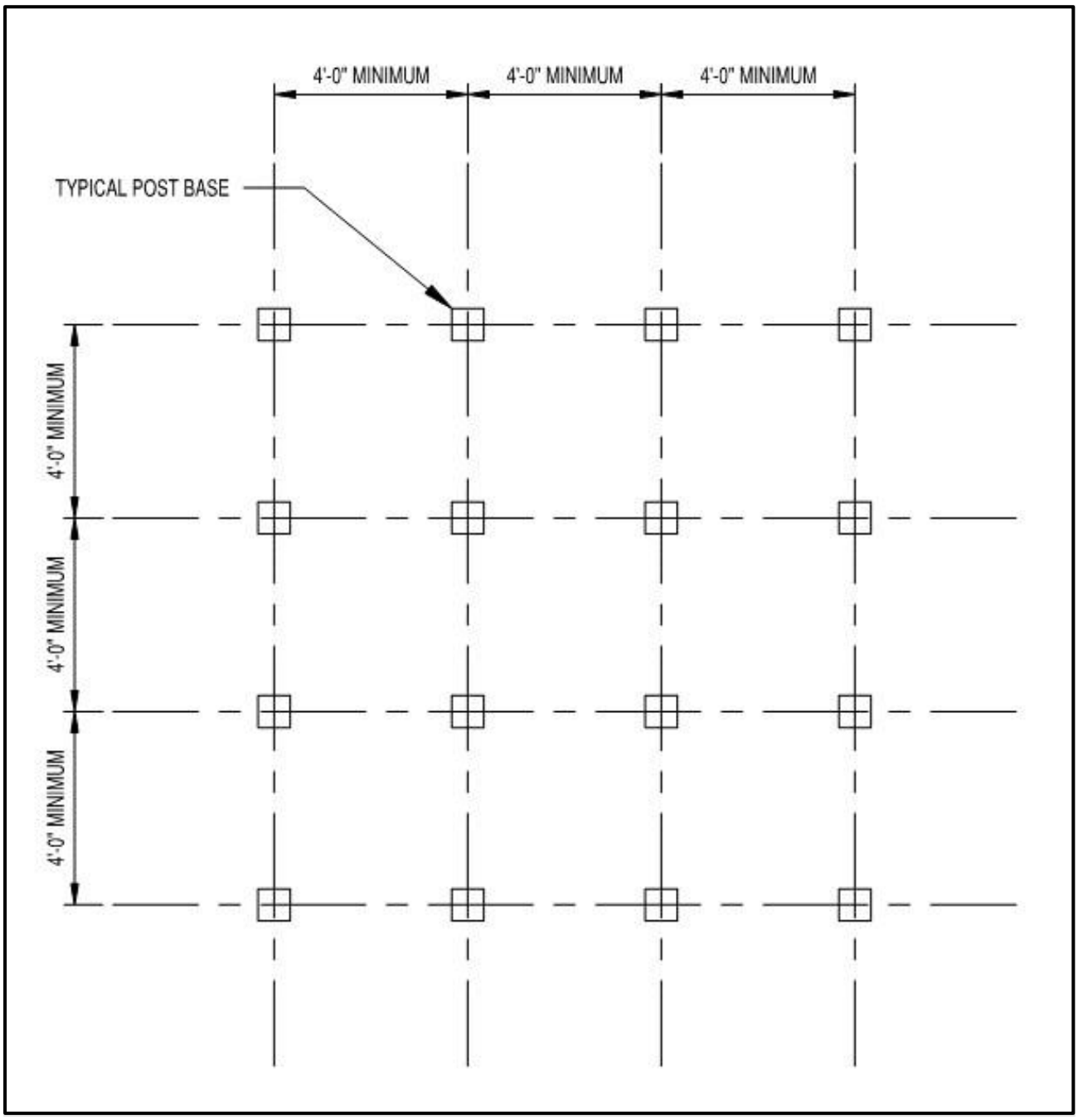


FIGURE 49. PAVEMENT TYPES AND LIVE LOADS FOR TEMPORARY STRUCTURES

TABLE 24. LIVE LOADS ALLOWABLE FOR TEMPORARY STRUCTURES.

Temporary Structures (scaffolding, grandstands, other structures)	
Surface Treatment	Maximum Uniformly Distributed Load Over Surface Area (psf).
Concrete Paver	250
Exposed Aggregate Sidewalk	250
Temporary Structures (scaffolding, grandstands, other structures)	
Surface Treatment	Maximum Support Post Total Load (lbs.)**
Concrete Paver	5,300
Exposed Aggregate Sidewalk	4,900
Location Identifier	Maximum Uniformly Distributed Live Load Over Surface Area (psf).
Approachway	100
Granite Steps and Granite Landings	100

TABLE 50. EXAMPLE OF TEMPORARY STRUCTURES-TYPICAL POST SPACING



Temporary platforms, bleachers, etc. may have a different configuration. No bearing post in an assembly can be closer than 4'-0" in any direction to another bearing post.

GLOSSARY OF TERMS

ALL-TERRAIN VEHICLES: All-terrain vehicles are small, multi-purpose vehicles with large, low pressure tires, which can travel across many different types of ground surfaces. Vehicles of this kind produce low levels of vibration.

ALLOWABLE LIVE LOAD: Allowable live loads are the weights or "loads" produced by the use and occupancy of the building or other structure that includes construction or environmental loads, such as wind load, snow load, rain load, earthquake and flood load. This includes the weight of equipment, vehicles, temporary structures, people, etc. The allowable live load is the temporary load the structure of a certain area can safely accommodate. The application of loads greater than the allowable load limit may compromise the structural integrity of the Memorial, putting both the structure and public in danger.

AMPLITUDE (in Reference to Vibration): Amplitude is how far a structure moves when there is a significant source of external vibration. It is measured in inches or meters.

APPROACHWAY: The Approachway is a series of gradually stepped, cobblestone and granite plazas in front of the main entrance to the Memorial (east elevation) and facing the Reflecting Pool. The Approachway extends from the East Plaza of the Lincoln Circle up toward the Memorial proper.

LINCOLN MEMORIAL REFLECECTING POOL STEPS: The Lincoln Memorial Reflecting Pool Steps are in several locations below and to the east of the East Plaza. They extend from the East Plaza toward the Reflecting Pool.

BOLLARDS: Bollards at the Lincoln Memorial are metal vertical posts used to restrict vehicular traffic. There are two sets of bollards on site, one to the north and one to the south, that are part of a security barrier, restricting access to the East Plaza (front of the Memorial).

BONEYARD: An area where tools, gear, various equipment, cases and other activity related items is stored.

CABLE TROUGHS: Cable troughs are enclosed channels that provide paths for cables.

CARPET REMNANTS: Carpet remnants are pieces of non-staining, non-friable, non-abrasive carpet used to protect historic materials at the Memorial. This type of temporary protection is required where temporary structures, fencing, or other features come in contact with marble, granite, cobblestone, concrete pavers or other hard surfaces.

COBBLESTONE(S): Cobblestones (or "Cobblestone") are individual stones or pebbles embedded in a mortar setting bed to produce colorful, attractive, and durable hard surfaces. At the Lincoln Memorial, cobblestone areas are found at the Approachway and as you move away from the Memorial towards the Reflecting Pool.

COLONNADE: The Colonnade is the row of marble columns which surrounds the Memorial and the space these columns create (including the marble floor). 36 fluted Ionic marble columns make up the Lincoln Colonnade.

CORNICE: A cornice is a horizontal, projecting molding that tops a wall or a building. At the Lincoln Memorial, the cornice is located above the Colonnade and is carved with lions' heads and other elaborate classically inspired ornamentation.

COST RECOVERY: Cost recovery is defined as recovering the costs of any given expenditure. For example, if damage occurs at the Lincoln Memorial or surrounding landscape as a result of a permitted activity, the National Park Service must recover any and all costs incurred for repair and/or replacement.

CULTUTURAL LANDSCAPE: A cultural Landscape, as defined by the National Park Service, is a geographic area including both cultural and national resources…associated with a historic event, activity or person, or exhibiting other cultural or aesthetic values. The Lincoln Memorial and surrounding landscape are considered a cultural landscape, which must be protected during all permitted events.

DIAMETER AT BREAST HEIGHT (DBH): Diameter at Breast Height is a standard landscapes term meaning the diameter of the trunk of a tree at the height of a person's chest.

EAST PLAZA: The East Plaza is the section in front of the Lincoln Circle - and the Memorial proper. It is paved with individual concrete pavers and connects the Approachway with the Reflecting Pool Steps.

EXHIBIT SPACE: The exhibit space is a small gallery located through a door at the base of the Memorial, southeast (left) of the main Granite Steps leading to the Chamber. This space has other visitor amenities, including an elevator and restrooms. It is restricted area for all permitted events.

ENKAMAT®: Enkamat 7010® is a three-dimensional multi-use mat, made of continuous nylon filaments fused at their intersections. This material is appropriate for cushioning temporary structures, fencing and other features making contact with architectural (hard) surfaces at the Memorial.

EXPOSED AGGREGATE CONCRETE: Exposed aggregate concrete is concrete paving that consists of small natural stones from riverbeds and quarries hand seeded onto concrete setting beds. Sidewalks at the Memorial are paved on this material.

FASTENERS AND SCREWS: Fasteners and screws are used to assemble temporary structures and temporary protection at the Lincoln Memorial used for special events or demonstrations. These components must be made of non-aluminum or non-plastic materials that are non-corrosive, to prevent rusting and staining of hard surface when wet. Pancake-head screws with low head profiles are recommended. All fasteners and screws must be affixed flush to any temporary materials.

FACILITY MANAGEMENT SOFTWARE SYSTEM (FMSS): FMSS is a database the National Park Service uses to track projects and work orders.

FREQUENCY (in Reference to Vibration): Frequency refers to how many times a building moves back and forth each second, in cycles per second, when there is a significant source of external vibration. It is measured in Hertz (Hz), where one cycle per second equals one Hz.

GRANITE LANDINGS: Granite landings at the Lincoln Memorial are constructed of Milford Pink Granite from Milford, MA. They are found in several locations at the Memorial and surrounding landscape:

- Above main Granite Steps and below the main Marble Steps. This is the location of the Martin Luther King, Jr. Inscription.
- Centrally located between cobblestone panels on the gradually sloped Approachway.
- As you change direction on the north and south accessible walkways.

GRANITE STEPS: Granite Steps are steps constructed of granite found at several locations at the Lincoln Memorial and surrounding landscape:

- The first set of main steps leading up from the Approachway to the Statuary Chamber and below the main Marble Steps.
- In between individual cobblestone landings as the gradually stepped Approachway.
- At the Reflecting Pool Steps, which are in different areas and in different configuration between the East Plaza and the Reflecting Pool.

HARD SURFACES: Hard surfaces include those made out of various types of masonry. At the Lincoln Memorial, this includes marble, granite, cobblestone, asphalt, exposed aggregate concrete, poured concrete and concrete pavers found on pedestrian areas walkways and roads. Steps, landings, plazas, walls, benches, coping (tops of walls), and ramps are also considered hard surfaces.

HERTZ (in Reference to Vibration): A hertz is a unit of frequency of a periodic process equal to one cycle per second. This measurement is used to determine the amount of vibration a piece of equipment, vehicle, sound system or flyover produces.

IRRIGATION SYSTEMS: Irrigation systems are underground networks of piping through which water is disbursed. They are used for watering surrounding trees, shrubs, and grass. Above ground sprinkler heads distribute water to designated vegetation. Systems such as this are located throughout the grounds of the Lincoln Memorial.

LINCOLN CIRCLE: Lincoln Circle is surrounding the entire circumference of the Memorial, with potions open to vehicular traffic and portions that are pedestrian-only. Roads to the north, south and west are paved with asphalt and pedestrian areas to the east are concrete pavers (see East Plaza). There are also sidewalks and granite curbs associated with Lincoln

Circle. The turf, shrubs and trees contained in the Lincoln Circle are part of the Lincoln Memorial's culture landscape, which must be protected at all times.

LUMENS: A unit of luminous flux in the International System of Units, that is equal to the amount of light given out through a solid angle by a source of one candela intensity radiating equally in all directions. Meaning the brightness of the light.

MARBLE STEPS: The Marble Steps are the last set of the main front steps a visitor takes to access the Statuary Chamber of the Lincoln Memorial. These steps are restricted for permitted events.

METAL STAGING ELEMENTS: Metal staging elements include any type of metal platform constructed for a special event. This includes stages, bleachers, podiums, sound towers, light towers, camera stands, structures for video screens, booths, concession stands, etc.

MITIGATION: Mitigation is defined by lessening or improving a situation or condition. If damage is caused to the Memorial or surrounding landscape during an event, the permit holder is required to mitigate the condition by repairing, removing, or replacing the affected area(s) at no cost to the federal government. The NPS shall regulate this process.

NATIONAL MALL and MEMORIAL PARKS (NAMA): National Mall and Memorial Parks is one unit of the US National Park Service. The park manages 1048.5 acres of land throughout Washington, D.C, which includes the National Mall and many major national monuments: Lincoln Memorial, Thomas Jefferson Memorial, Washington Monument, Korean War Veterans Memorial, Vietnam Veterans Memorial and the World War II Memorial.

NATIONAL PARK SERVICE (NPS): The National Park Service is a federal bureau under the United States Department of the Interior. It is responsible for 419 national parks, monuments, and historic sites in all 50 states the District of Columbia, American Samoa, Guam, Puerto Rico, Saipan, and the American Virgin Islands.

NEOPRENE: Neoprene (also polychloroprene or pc-rubber) is a family of synthetic rubbers that is produced by polymerization of chloroprene. Neoprene exhibits good chemical stability and maintains flexibility over a wide temperature range. Neoprene padding provides excellent cushioned protection and may be used where temporary structures, fencing and other features come in contact with hard surfaces.

PAVERS: Pavers are individual pieces of masonry laid next to one another to create hard surfaces. Pavers are generally used in pedestrian areas. The East Plaza is formed by a grid of concrete pavers; the Approachway and north and south accessible walkways are laid with granite pavers.

PLASTIC SHEETING: Plastic sheeting is a widely available material that shall be used at the Lincoln Memorial in areas prone to moisture. It may also be used under layers of temporary protection and to collect debris. When used at the Memorial, plastic sheeting must be no thinner than 6 mil.

PLYWOOD: Plywood is strong, thin board consisting of two or more layers of wood glued and pressed together with the wood grain laid in alternate directions. It is often sold in sheets of four (4) x eight (8) feet. Plywood of no less than ¾" thick must be used at the Memorial for protection, platforms, etc.

POLYSTYRENE: Polystyrene is a polymer of styrene or a rigid, Styrofoam-like material. It may be used at the Memorial under temporary structures, fencing and other features when in contact with hard surfaces. Polystyrene must be closed cell and rigid.

PROTECTIVE FLOORING: Protective flooring is temporary flooring used to protect turf during activities. Permit holders must provide rigid, interlocking plastic flooring or similar NPS-approved flooring over interior and exterior horizontal surfaces requiring protection.

RAISED TERRACE AND RAISED TERRACE WALL: The Raised Terrace is the grassy elevated area that surrounds the raised base of the Memorial. It is located below the Colonnade. The Raised Terrace Wall is the tall granite wall that supports the Raised Terrace.

SECURITY BARRIERS: Security Barriers are physical features intended to protect the Memorial, surrounding landscape and visitors from terrorist acts and criminal activity. At the Lincoln Memorial, these include metal bollards (stationary and retractable) to the north and south and a low granite retaining wall encircling the site.

STATUARY CHAMBER: The Statuary Chamber is the main, central, interior space of the Memorial, which houses the iconic statue of Abraham Lincoln. Murals and inscriptions of speeches by Lincoln (Second Inaugural, Gettysburg Address) are located to either side of the statue in the north and south chambers respectively.

SUBMITTAL REQUIREMENTS: Submittal requirements are items permit applicants must submit to the National Park Service for permission to use the Lincoln Memorial and surrounding landscape for special events or demonstrations. These items correspond to the guidance provided in this document. If all requirements are met to the satisfaction of NPS, a permit will be granted.

TEMPORARY PROTECTION: Temporary protection is the material used to cover or safeguard the Memorial's hard surfaces and landscape features.

TEMPORARY STRUCTURES: Temporary structures are non-permanent structures used solely for the purpose of a special event or demonstration at the Lincoln Memorial. These include, but are not limited to, stages, scaffolding, bleachers, podiums, sound towers, light towers, camera stands, structures for video screens, booths, concession stands, and fencing, built of any material.

UNITED STATES PARK POLICE (USPP): The United States Park Police (USPP) is the law enforcement branch of the National Park Service. Their area of responsibility includes the National Mall and the Lincoln Memorial.

APPENDICES

Appendix A – Photographic Examples of Temporary Protection on Hardscape

Appendix B – Planning Resources

Appendix C – Allowable Load Analysis

Appendix D- Lincoln Birthday Ceremony Layout

Appendix E – Maps

Appendix F – Event Guidelines Timetables

Appendix A - Photographic Examples of Temporary Protection on Hardscape:

FIGURE 1. EXAMPLE OF TEMPORARY PROTECTION ON HARDSCAPE WITHOUT PROTECTION ON HISTORIC GRANITE.

The legs of this metal fencing rest on unprotected historic granite. This will damage the stone below, so cushioned protection must be added at each point of contact.

FIGURE 2. EXAMPLE OF TEMPORARY PROTECTION ON HARDSCAPE ON HISTORIC GRANITE.

Red arrows indicate areas in the historic granite that must be protected with carpet remnants or other non-staining (and cushioning) materials,

FIGURE 3. GRANITE PAVING PROTECTED BY WOOD AND POLYSTYRENE BASE.

FIGURE 4. TEMPORARY FENCING WITH NON-STAINING CUSHIONING MATERIAL ON HISTORIC GRANITE.

FIGURE 5. PROTECTION UNDER ALL POINTS OF CONTACT OF SCAFFOLDING.

Protection is especially important where features swing open, such as at temporary gates, doors, “bike rack” (sectional interlocking fencing); chain link fencing and wood fencing.

Note, use enkamat and/or plywood (specify what to use for resource protection.

APPENDIX B- PLANNING RESOURCES

Code of Federal Regulations

36 CFR 1.5 through 1.10, available online at: http://www.ecfr.gov/cgi-bin/text-idx?c=ecfr&SID=c2f1e94aa72e04fff4a29e36307f154a&tpl=/ecfrbrowse/Title36/36cfr1_main_02.tpl

36 CFR 7.96 - National Capital Region, available online at: http://www.ecfr.gov/cgi-bin/textidx?c=ecfr&SID=c2f1e94aa72e04fff4a29e36307f154a&rgn=div8&view=text&node

=36:1.0.1.1.7.0.1.95

Events Planning Guide for the National Capital Region

The most recent version of the EPG for the National Capital Region is available online at:

Sample Application

Applications can be found online at http://www.nps.gov/nama/planyourvisit/permits.htm

Policy References

Refer to the following resources for additional information on policies:

- Events Planning Guide for the National Capital Region: Event Planning Guide - National Mall and Memorial Parks (U.S. National Park Service)
- Americans with Disabilities Act: http://www.ada.gov/
- EPA Hazardous Materials Guidelines: http://www.epa.gov/osw/laws- regs/regs-haz.htm
- Concessions Policy Act (Public Law 105-391): http://www.doi.gov/ocl/2003/npsconman.htm
- Public Law 108-108, Title I, § 145: http://www.gpo.gov/fdsys/pkg/PLAW-108publ108/pdf/PLAW-

108publ108.pdf

- NPS Management Policies 8.6.2.2: http://www.nps.gov/applications/npspolicy/index.cfm

Sources

The following sources were consulted in the creation of this Guide.

- NPS NCR Requirements 36 CFR 7.96 (g)
- Requirements for Special Events Held on Parkland, National Park Service (Version 8-6-07-A).

Websites

The following websites may be visited for additional information on the agencies and services discussed in this guide.

- National Park Service – Permitting Information: http://www.nps.gov/nama/planvisit/permits.htm/
- National Park Service – Permitting FAQs: http://www.nps.gov/nama/planyourvisit/permits-faqs.htm/
- National Park Service – Public Gathering Application: http://www.nps.gov/nama/planyourvisit/upload/NPS-

Form-10-930-2010- special-use-new-phone-numberse.pdf/

- District Department of Transportation (DDOT): http://ddot.dc.gov/
- U.S. Park Police: http://www.nps.gov/uspp/
- Metropolitan Police Department: http://mpdc.dc.gov/
- DC Mayor's Special Events Task Group: http://mpdc.dc.gov/mpdc/cwp/view,a,1241,q,548278.asp
- Metrorail/Metrobus: http://www.wmata.com/
- District of Columbia Department of Fire & Emergency Medical Services: http://fems.dc.gov/
- Department of Health: http://dchealth.dc.gov

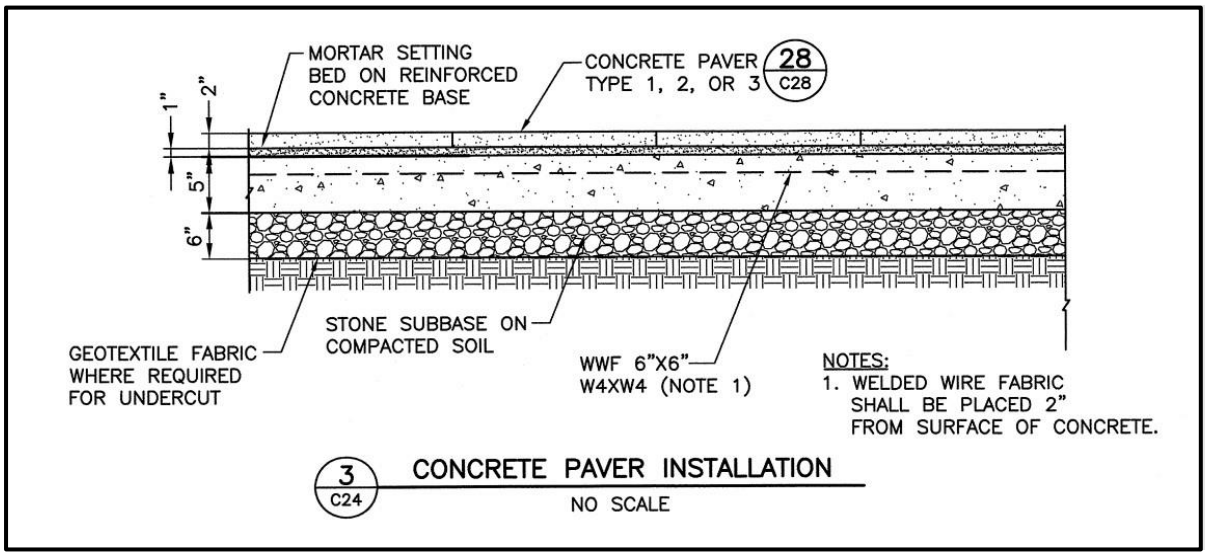
APPENDIX C - ALLOWABLE STRUCTURAL LOAD ANALYSIS

GOVERNING CODES FOR ANALYSIS:

- Transportation (roadways):
  - District of Columbia Department of Transportation
  - Chapter 25 of Title 18 District of Columbia Municipal Regulations (DCMR).
- Temporary Structures (scaffolding, grandstands and other structures):
  - International Building Code (IBC) 2018 (or subsequent issue)
- Analysis Methods:]
  - Load Resistance Factor Design (LRFD)
  - Allowable Stress Design (ASD)

Calculation Assumptions Paver Sections:
Soil modulus of subgrade reaction (assumed) k100 pounds per square inch Factor of Safety 2
Contact area for wheel loads (dual wheel configuration) 200 square inches
Contact area for post loads (8" square plate) 64 square inches

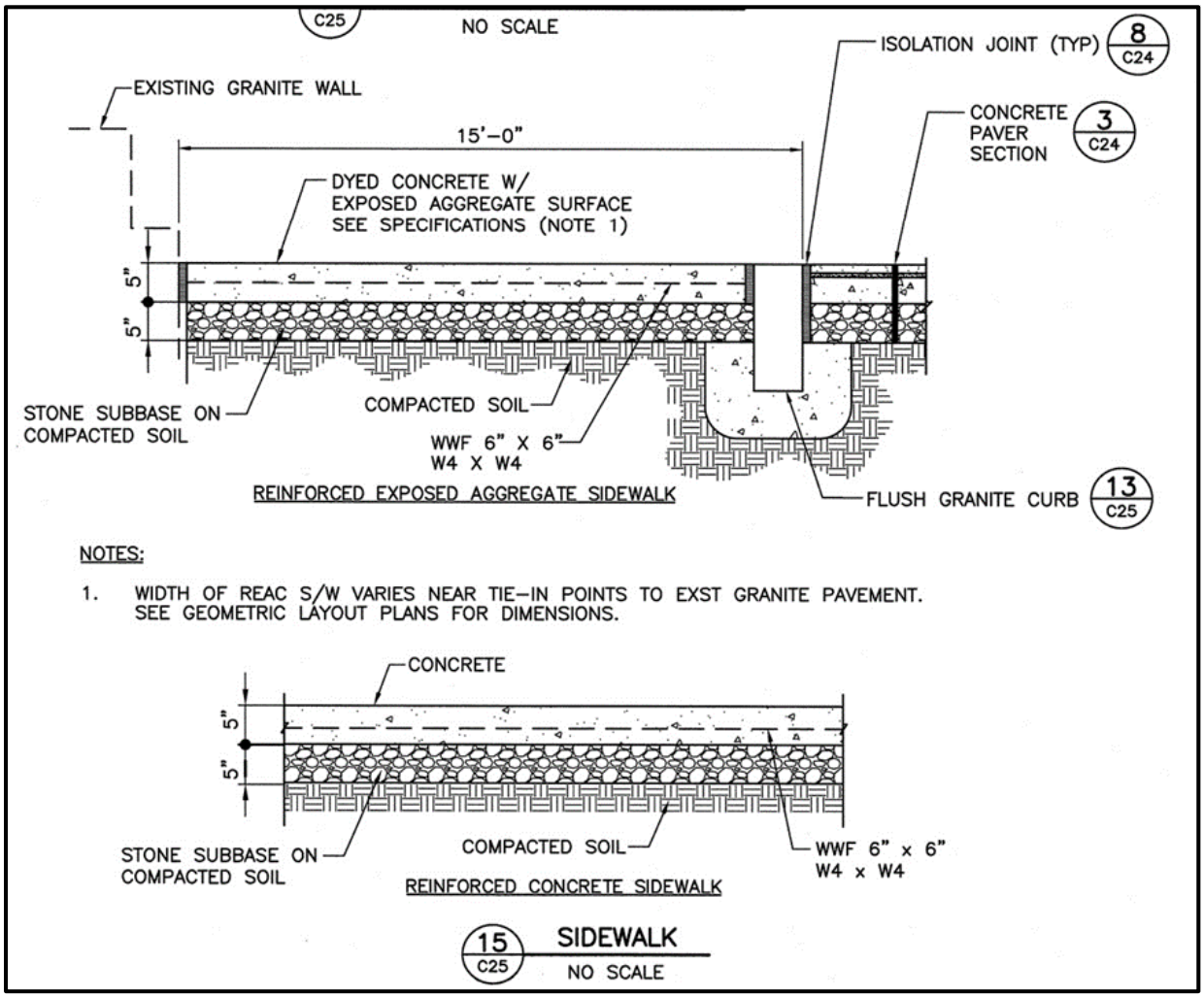
Typical paver installation, from Vehicle Barrier System at Lincoln memorial East Plaza Upper Plaza Area, PMSI 79914



Calculation Assumptions Sidewalk Sections:

Soil modulus of subgrade reaction (assumed) k 75 pounds per square inch Factor of Safety 2
Contact area for wheel loads (dual wheel configuration) 200 square inches
Contact area for post loads (8" square plate) 64 square inches

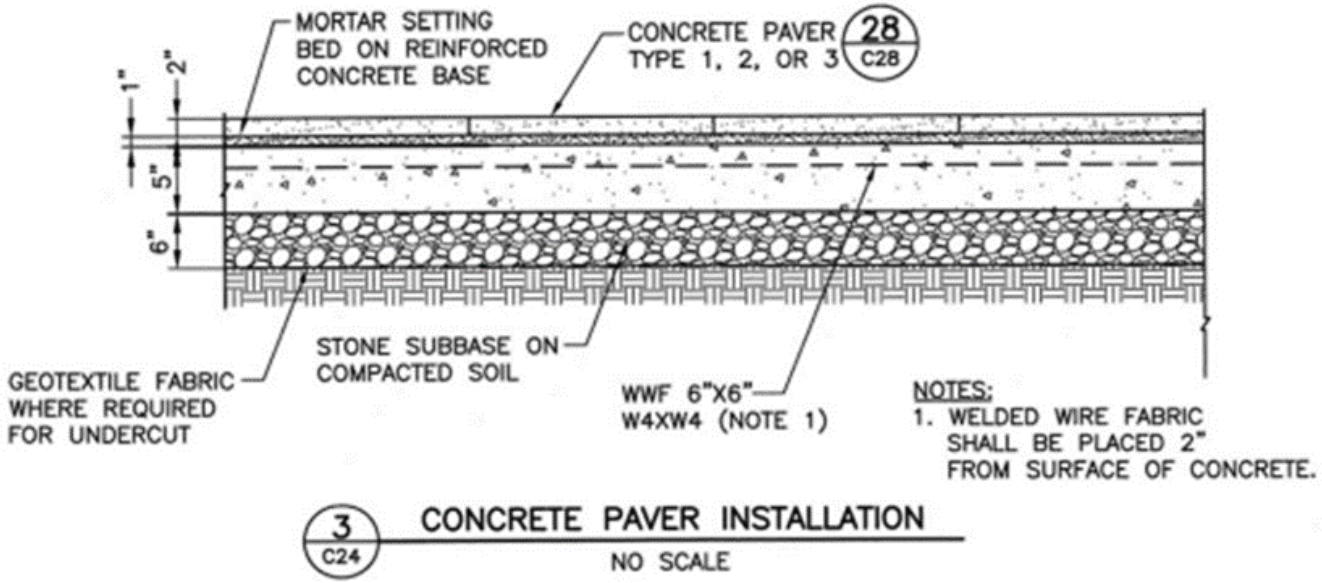
Typical sidewalk installation, from Vehicle Barrier System at Lincoln memorial East Plaza Upper Plaza Area, PMSI 79914



Calculation Assumptions Paver Sections:

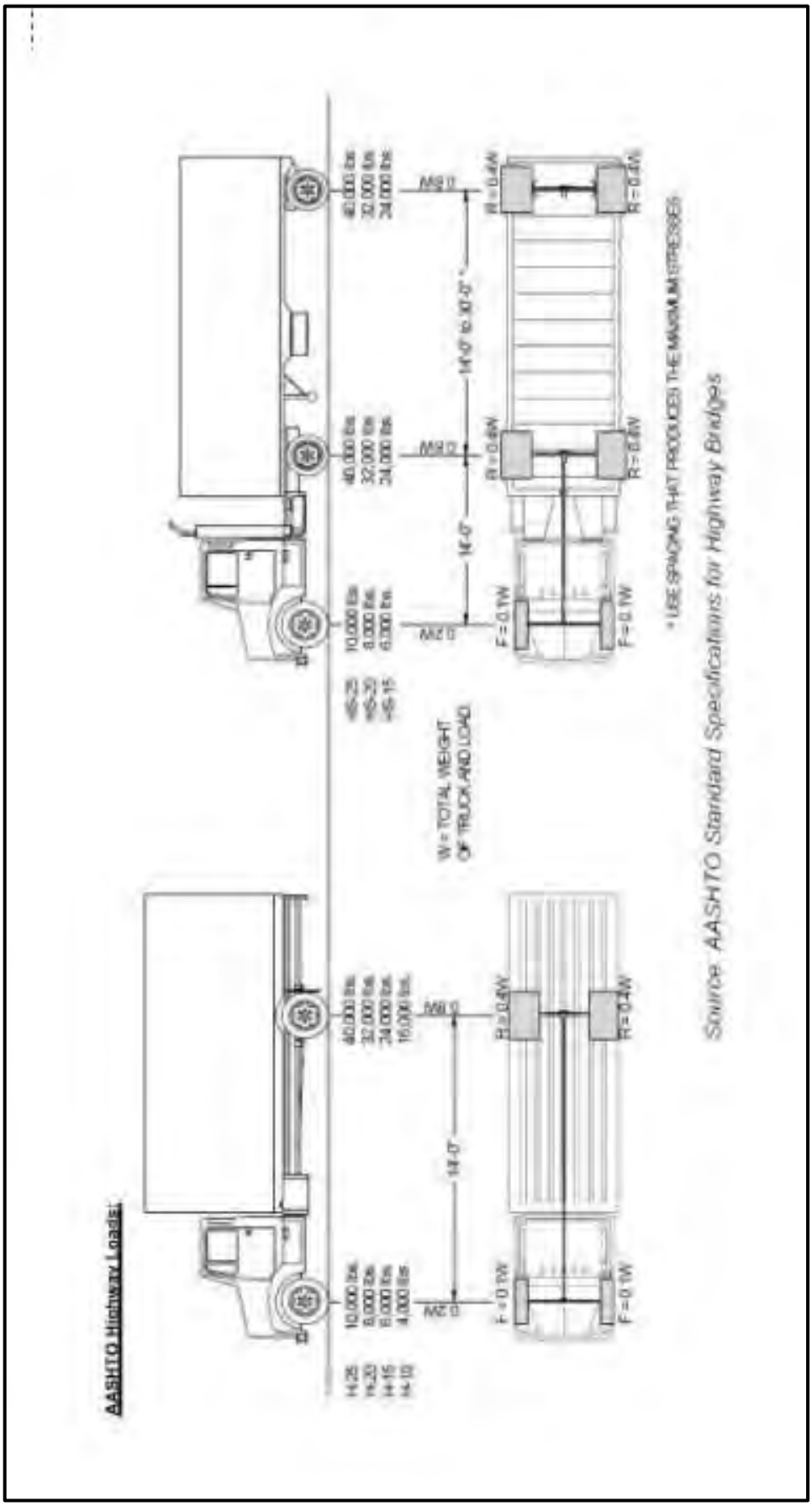
Soil modulous of subgrade reaction (assumed)	k	100 pounds per square inch
Factor of Safety		2
Contact area for wheel loads (dual wheel configuration)		200 square inchess
Contact area for post loads (8" square plate)		64 square inchess

Typical paver installation, from Vehicle Barrier System at Lincoln memorial East Plaza Upper Plaza Area, PMSI 79914



3 C24 CONCRETE PAVER INSTALLATION

NO SCALE


AASHTO Highway Loads:
W = TOTAL WEIGHT OF TRUCK AND LOAD
* USE SPACING THAT PRODUCES THE MAXIMUM STRESSES
Source: AASHTO Standard Specifications for Highway Bridges

APPENDIX D- LINCOLN BIRTHDAY CEREMONY LAYOUT

By regulations found in 36 CFR 7.96, the only demonstration or special event allowed inside the restricted area of the Lincoln Memorial, identified as the portion of the park area which is on the same level or above the base of the large marble columns surrounding the structure, and the single series of marble stairs immediately adjacent to and below that level, is the official annual commemorative Lincoln birthday ceremony.

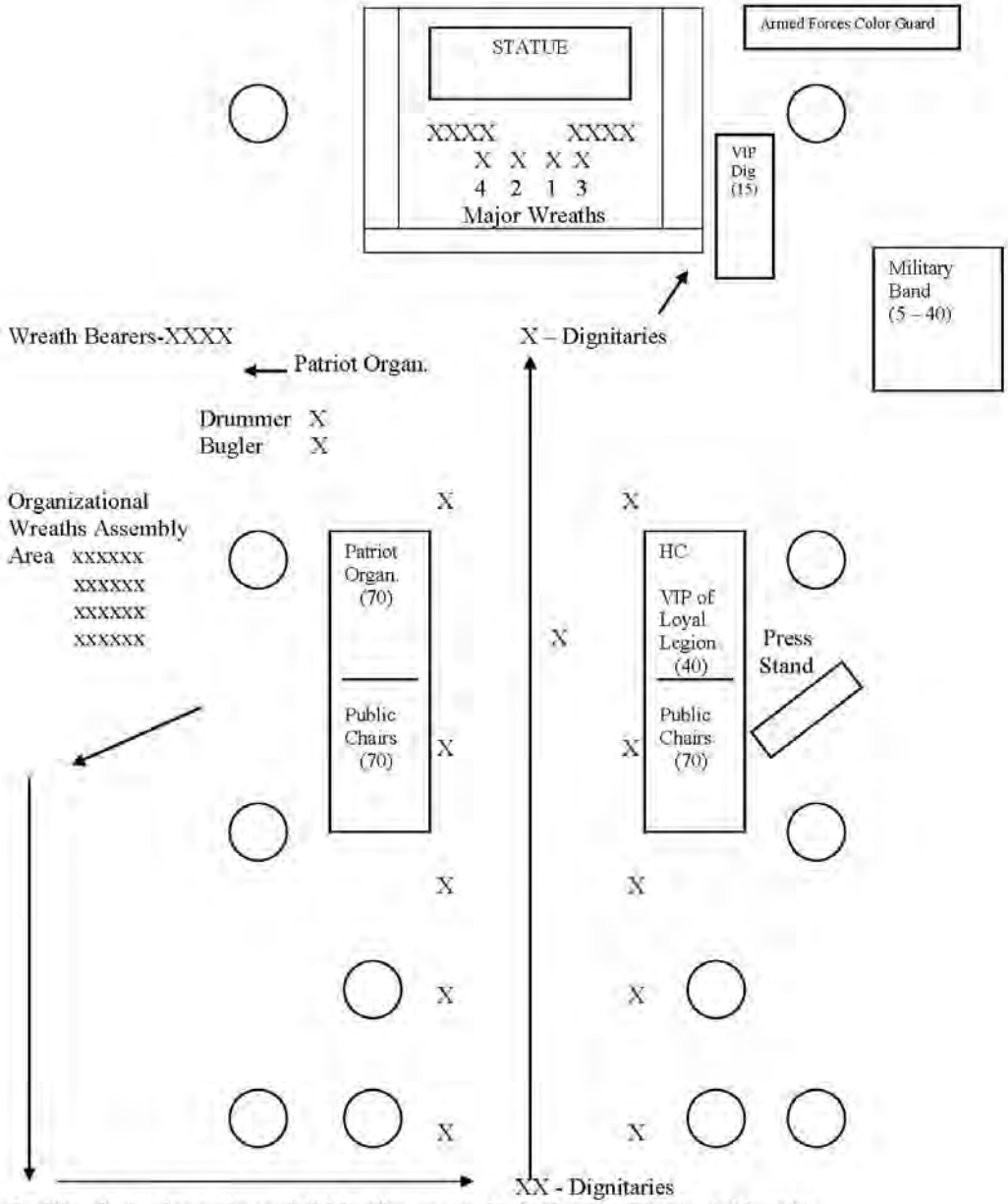
<u>The following items are allowed for use in the official commemorative Lincoln birthday ceremony:</u>

- One (1) an 8'x16'x2' stage with safety railings to the right of the statue as shown on the attached diagram. Steps are placed on the left front of the stage.
- One (1) portable sound system on a cart for the ceremony and multi-box for press.
- Fifteen (15) VIP chairs and podium on the stage.
- One (1) 5'x7' two tier press platform behind audience chairs as shown on the diagram.
- Between 3 and 22 chairs for the military band.
- 250 chairs for patriotic organizations, public and guests as shown on the diagram.
- Remove stanchions and chain around the statue.
- Set up white stanchions and chain for pedestrian management.
- One (1) 24" ceremonial wreath marked, "Department of Interior, National Park Service."
- Arrange for the bookstore as a VIP briefing area.

<u>The event will adhere to the following conditions for the Lincoln Chamber:</u>

- All carts and chairs must have rubber tips or matting placed underneath the legs/wheels/stands to prevent any damage to the hardscape.
- All structures, platforms and press risers legs must be supported by 6" polystyrene extruded, solid core at 60 pounds per square inch (psi), with ¾" plywood under each footing, over affected surfaces.
- All sound equipment shall be limited so that it will not unreasonably disturb nonparticipating persons in the vicinity of the Chamber.
- Attachments of any kind cannot be affixed to any column nor any part of the Lincoln Memorial structure.
- All equipment must be hand carted/hand carried to the chamber.
- All cables must be placed in OHSA approved cable troughs.

LINCOLN MEMORIAL INSIDE CEREMONY



Conditions for the Lincoln Memorial Birthday Observance inside the Chamber of the Lincoln Memorial

APPENDIX E – MAPS

Please find the refrenced maps in the following pages.

Lincoln Memorial Guidelines Permit Areas R01

Default Folder: O:\Professional Services\GIS Information\GIS\Civic\P2020_LincolnMemorialGuidelines

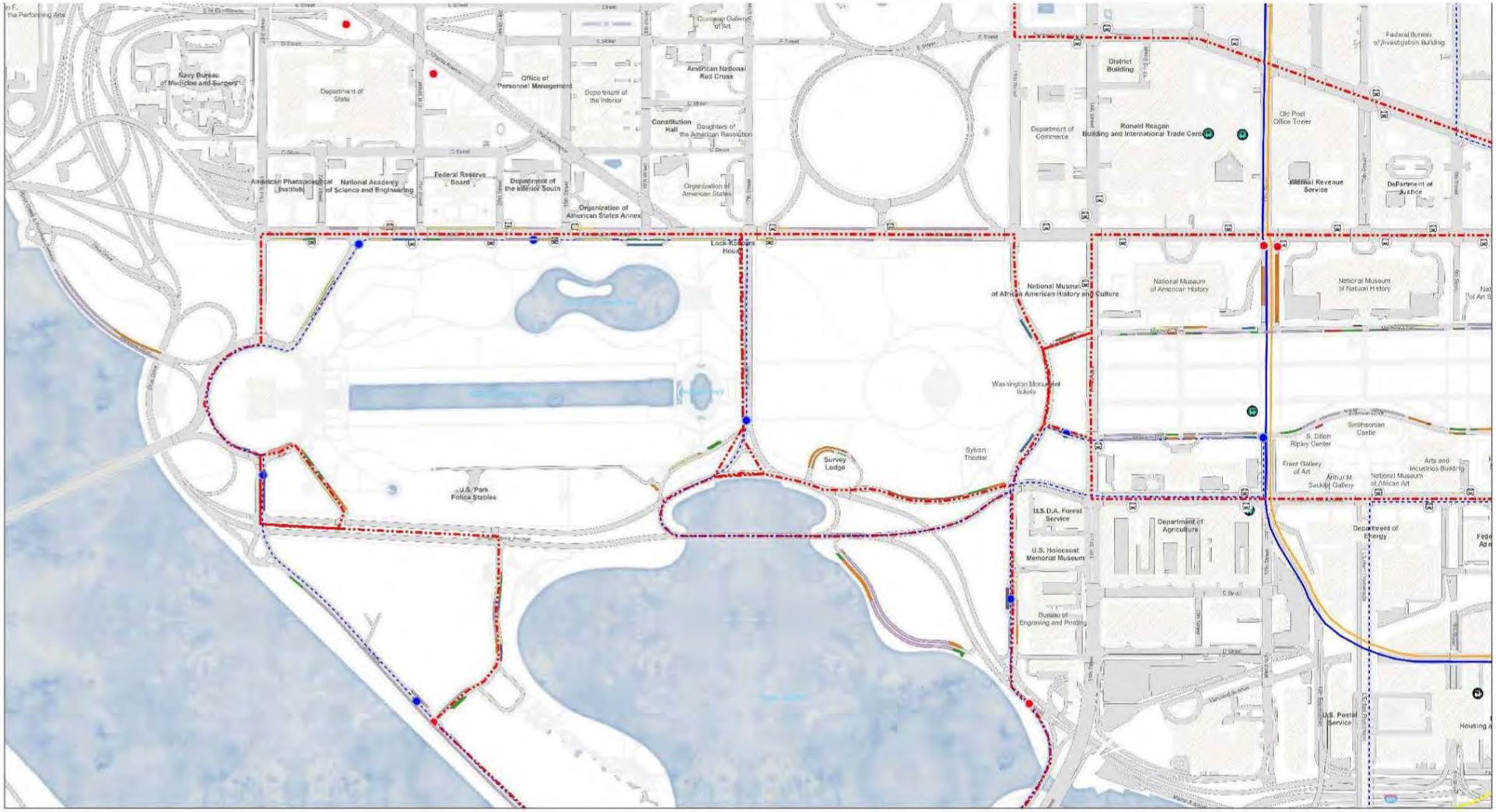
Date Exported: 5/12/2020 12:37 PM
National Park Service
National Capital Area

Date Exported: 5/12/2020 12:37 PM

PERMIT AREAS
PERMIT AREAS
AREAS HenryBacon_JFK_Fields

0 155 310 620 Feet

N



Lincoln Memorial Guidelines R02

Default Folder: O:\Professional Services\GIS Information\GIS\Civic\P2020_LincolnMemorialGuidelines

Date Exported: 5/12/2020 10:45 AM

National Park Service
National Capital Area

Date Exported: 5/12/2020 10:45 AM

Transportation
- Big Bus Stops
  - Big Bus Stops
- Big Bus Route
  - Big Bus Route

NAMA_Curb_Use_ply
- Big Bus Stop
- Circulator
- Disabled Permit Parking
- Disabled Public Parking
- Electric Vehicle
- Government Vehicle Parking
- Law Enforcement Parking
- Loading Zone
- Metro Bus Stop
- Pedi-Cab
- Permit Parking
- Public Parking
- SI Shuttle Stop
- Taxi Stand
- Tour Bus Loading/Unloading
- Tour Bus Parking
- Visitor Loading/Unloading

Circulator
- Circulator

Circulator Stop
- Circulator Stop

MetroBusStop
- MetroBusStop

MetroEntrance
- MetroEntrance

MetroLine
- blue
- green
- orange
- red
- yellow

0 280 560 1,120 Feet

N

Lincoln Memorial Guidelines R04

Default Folder: O:\Professional Services\GIS Information\GIS\Civic\P2020_LincolnMemorialGuidelines

Date Exported: 5/12/2020 1:16 PM
National Park Service
National Capital Area

Date Exported: 5/12/2020 1:16 PM

FURNISHINGS

TRASH RECEPTACLES

- (2)
- BEARSAVER DOUBLE (1)
- Other (2)
- Tulip (1)
- Victor Recycling (71)
- Victor Stanley (108)
- Wire Basket (3)

0 155 310 620 Feet

N

Lincoln Memorial Guidelines R10 Benches

Date Exported: 5/13/2020 8:44 AM
National Park Service
National Capital Area

Date Exported: 5/13/2020 8:44 AM

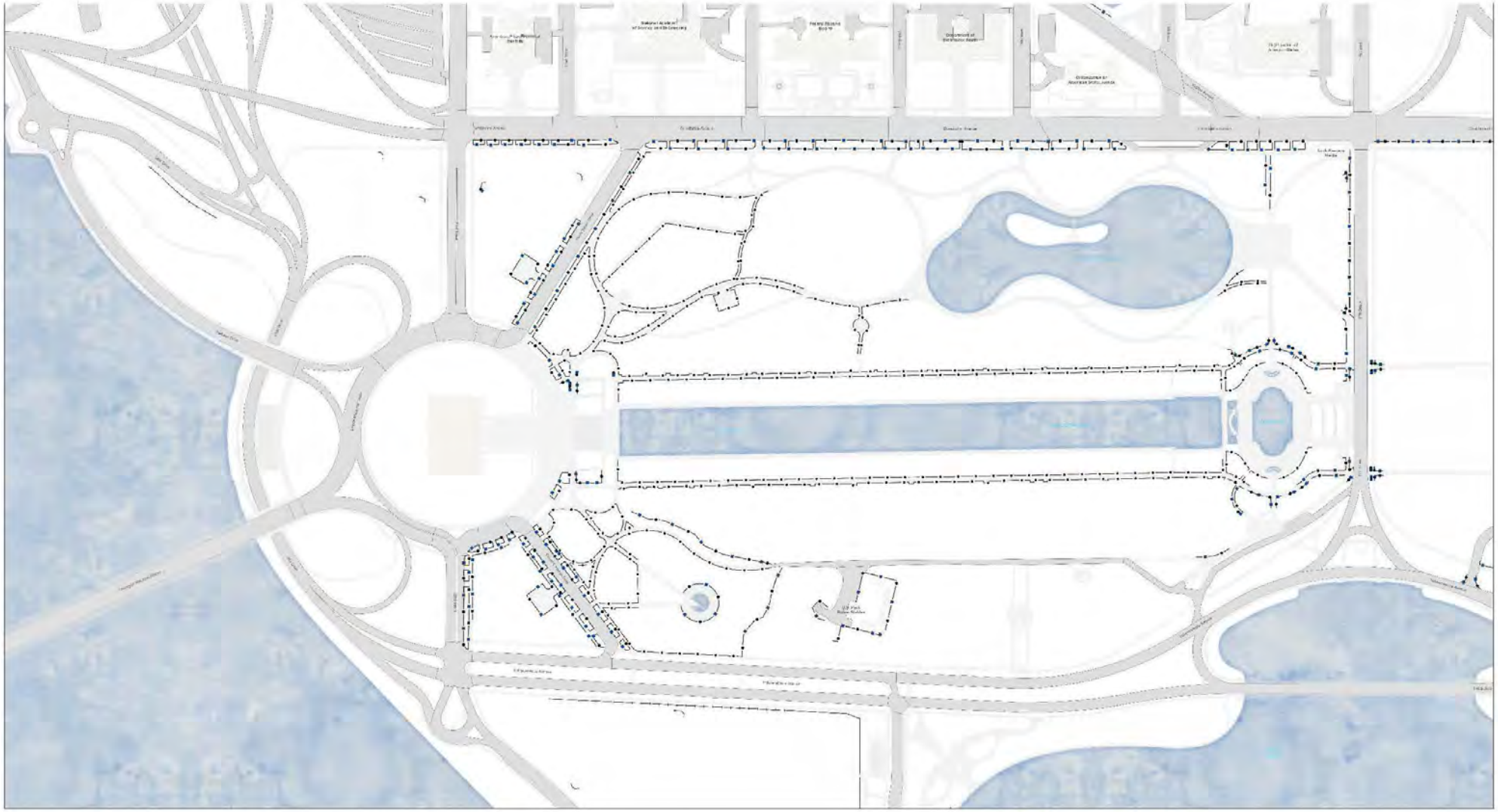
Defau t Folder: O:\Profess onal Serv ces\GIS Information\GIS\Civic\P2020 LincolnMemor alGude l

FURNISHINGS
Type of Bench

- Backless Con Wood SI
- Granite Bench
- Mall Bench
- Other
- Unknown

0 140 280 560 Feet

N



Lincoln Memorial Guidelines
R11 Post and Chain

FURNISHINGS

Type
- Chain Link
- Large Post and Chain
- Small Post and Chain

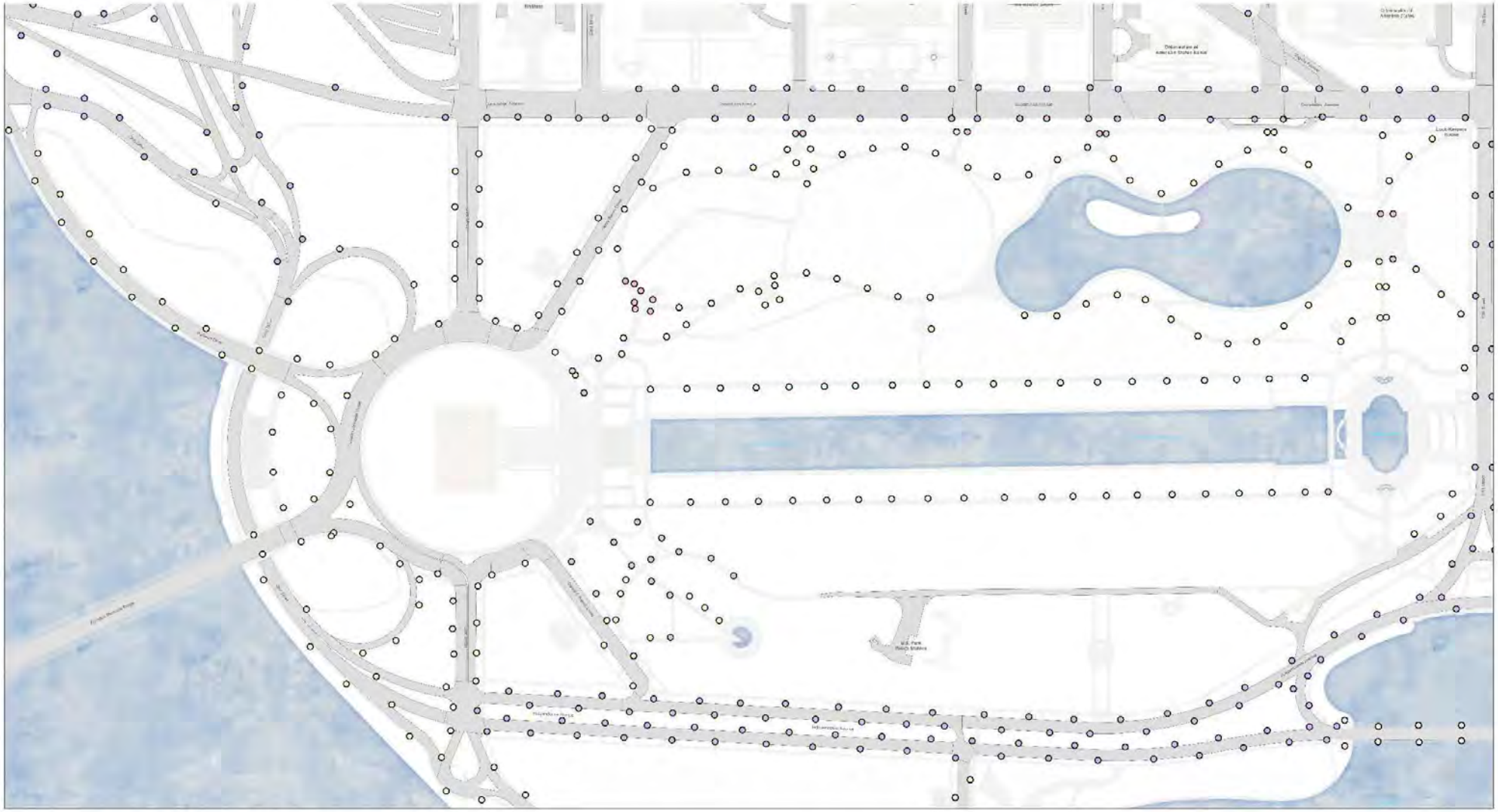
Defau t Folder: O:\Profess onal Serv ces\GIS Information\GIS\Civic\P2020 LincolnMemor alGude ines

Date Exported: 5/12/2020 1:04 PM
National Park Service
National Capital Area

Date Exported: 5/12/2020 1:04 PM

0 155 310 620 Feet

N



Lincoln Memorial Guidelines
R12 Light Post

Default Folder: O:\Professional Services\GIS Information\GIS\Civic\P2020 LincolnMemorialGuidelines

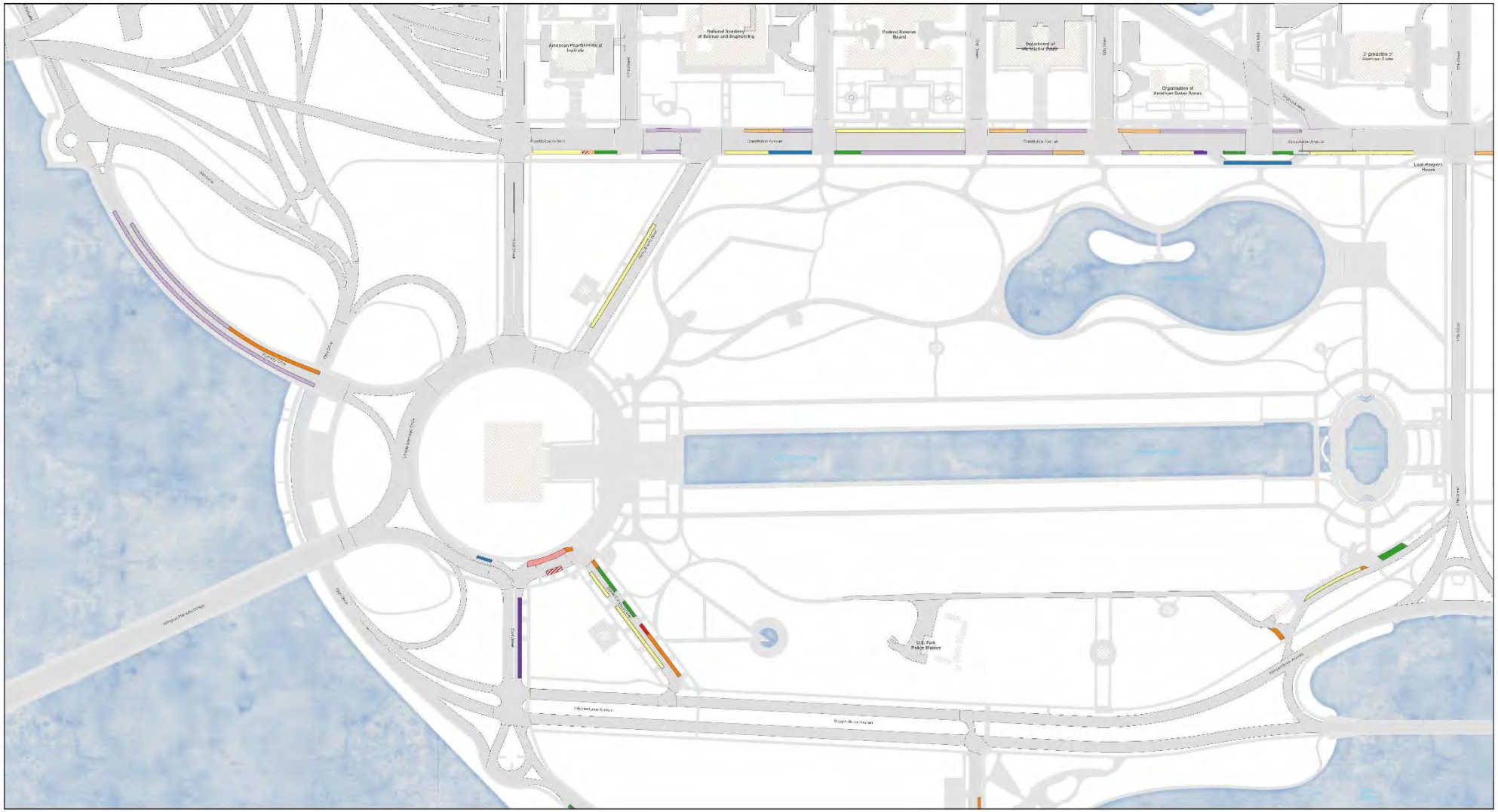
Date Exported: 5/13/2020 8:33 AM
National Park Service
National Capital Area

Data Exported: 5/13/2020 8:33 AM

FURNISHINGS
LIGHTING TYPE
- Other
- Cobra
- Lincoln Cobra
- Memorial Lighting
- Monument Flood
- Saratoga
- Twin Washington Globe
- Washington Globe

0 140 280 560 Feet

N



Lincoln Memorial Guidelines
R14 Parking

- <null>
- Big Bus Stop
- Circulator
- Disabled Permit Parking
- Disabled Public Parking
- Electric Vehicle
- Government Vehicle Parking
- Law Enforcement Parking
- Loading Zone
- Metro Bus Stop
- Pedi-Cab
- Permit Parking
- Public Parking
- SI Shuttle Stop
- Taxi Stand
- Tour Bus Loading/Unloading
- Tour Bus Parking
- Visitor Loading/Unloading
- <all other values>

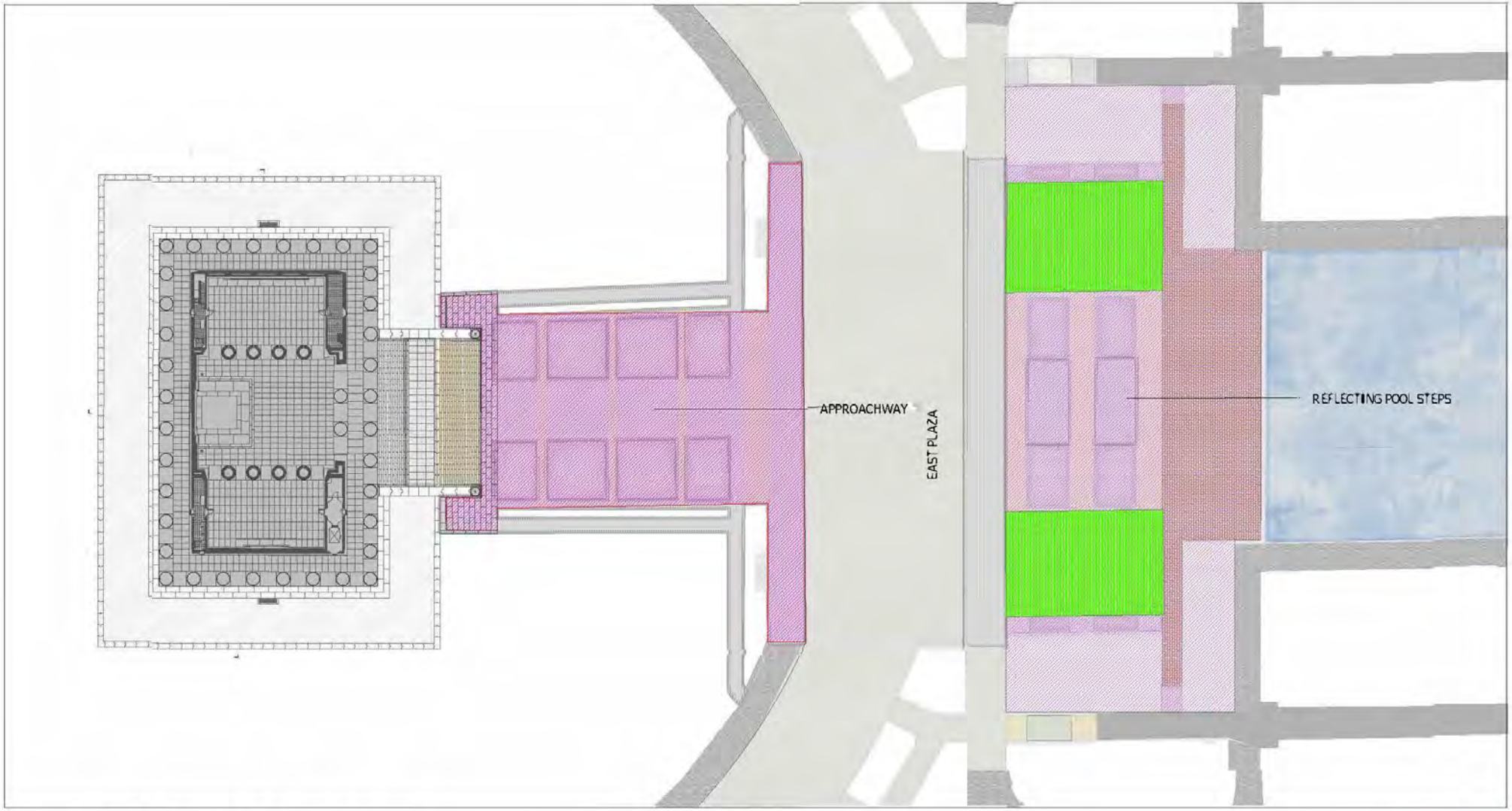
0 150 300 600 Feet

N

Default Folder: O:\Professional Services\GIS Information\GIS\Civic\P2020_LincolnMemorialGuidelines

Date Exported: 4/13/2020 10:09 AM

National Park Service
National Capital Area



Lincoln Memorial Guidelines
R15

Default Folder: O:\Professional Services\GIS Information\GIS\Civic\P2020 LincolnMemorialGuidelines

Date Exported: 3/4/2020 11:04 AM

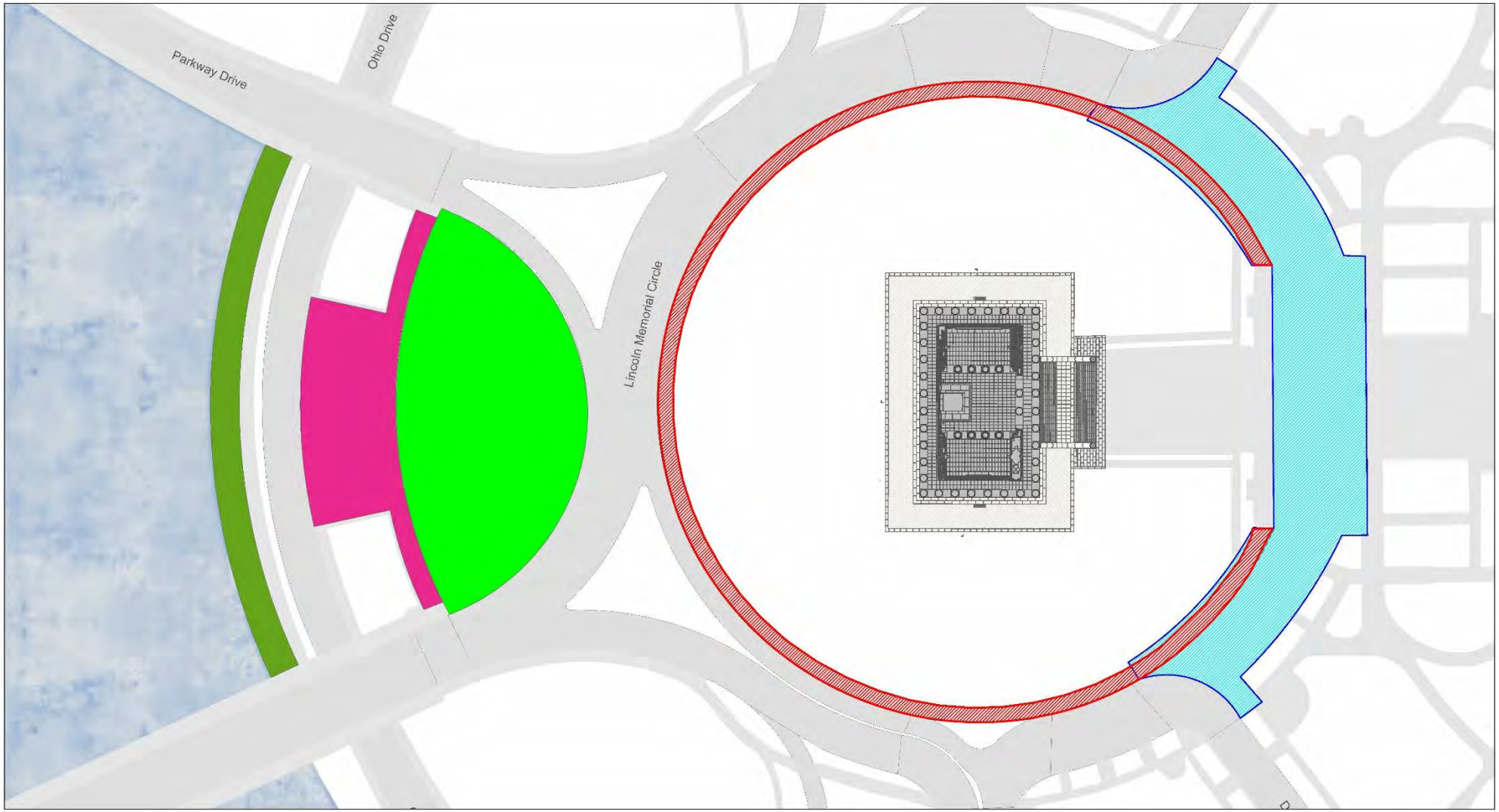
National Park Service
National Capital Area

Legend

- 24 3/36", 4" NOM Thick Milford Pink Granite Pavers with Thermal Finish Mortared on Concrete Slab
- Asphalt Pavement
- CIP Grey Concrete Paving with Exposed Aggregate
- Cobblestone
- Concrete
- Concrete Pavers
- Concrete Steps
- Exposed Aggregate Concrete Sidewalk
- Granite
- Granite Pavers
- Granite Stairs
- Areas Approachways selection
- Label
- APPROACHWAY
- LOWER APPROACHWAY
- Turf_Level_2019_102019_Erase_TreeSft_buffers selection
- TurfLevel
- Levels Ex

N

0 12.5 25 50 75 100 Feet



Lincoln Memorial Guidelines

Default Folder: O:\Professional Services\GIS Information\GIS\Civic\P2020_LincolnMemorialGuidelines

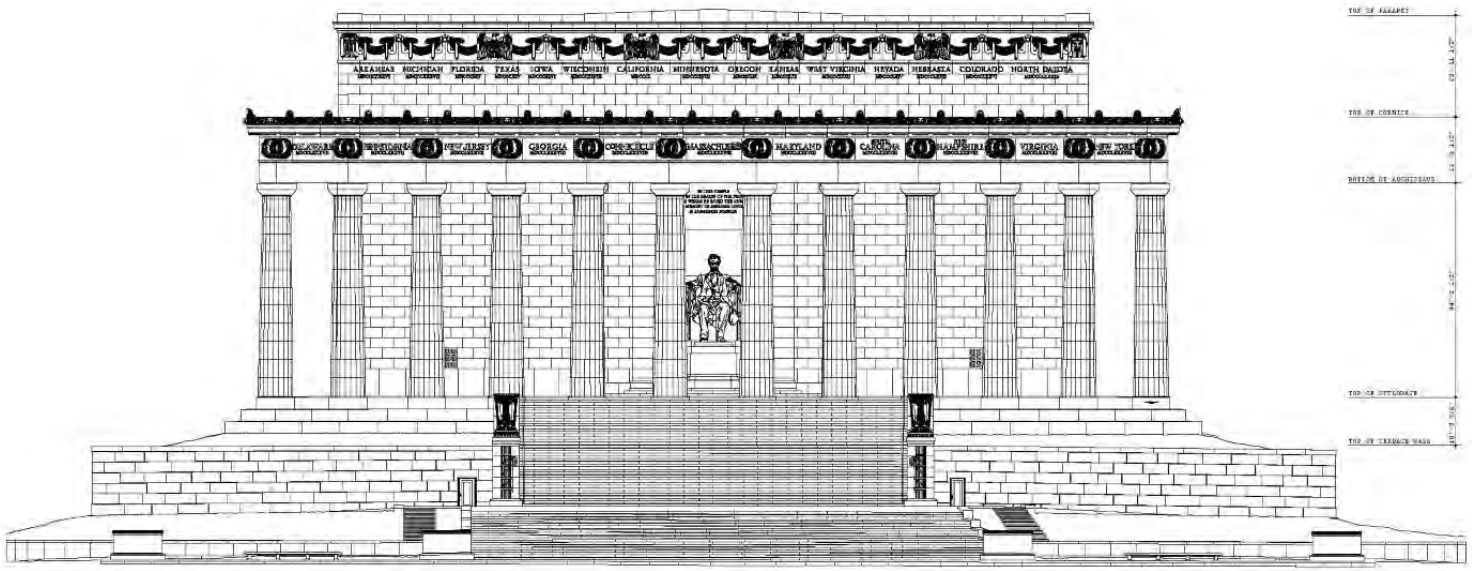
Date Exported: 4/15/2020 4:43 PM

National Park Service
National Capital Area

AREAS
- ASPHALT LINCOLN CIRCLE
- EAST PLAZA
- WATERGATE EAST TURF
- WATERGATE PLAZA & STEPS
- WATERGATE WEST TURF

0 45 90 180 Feet

N



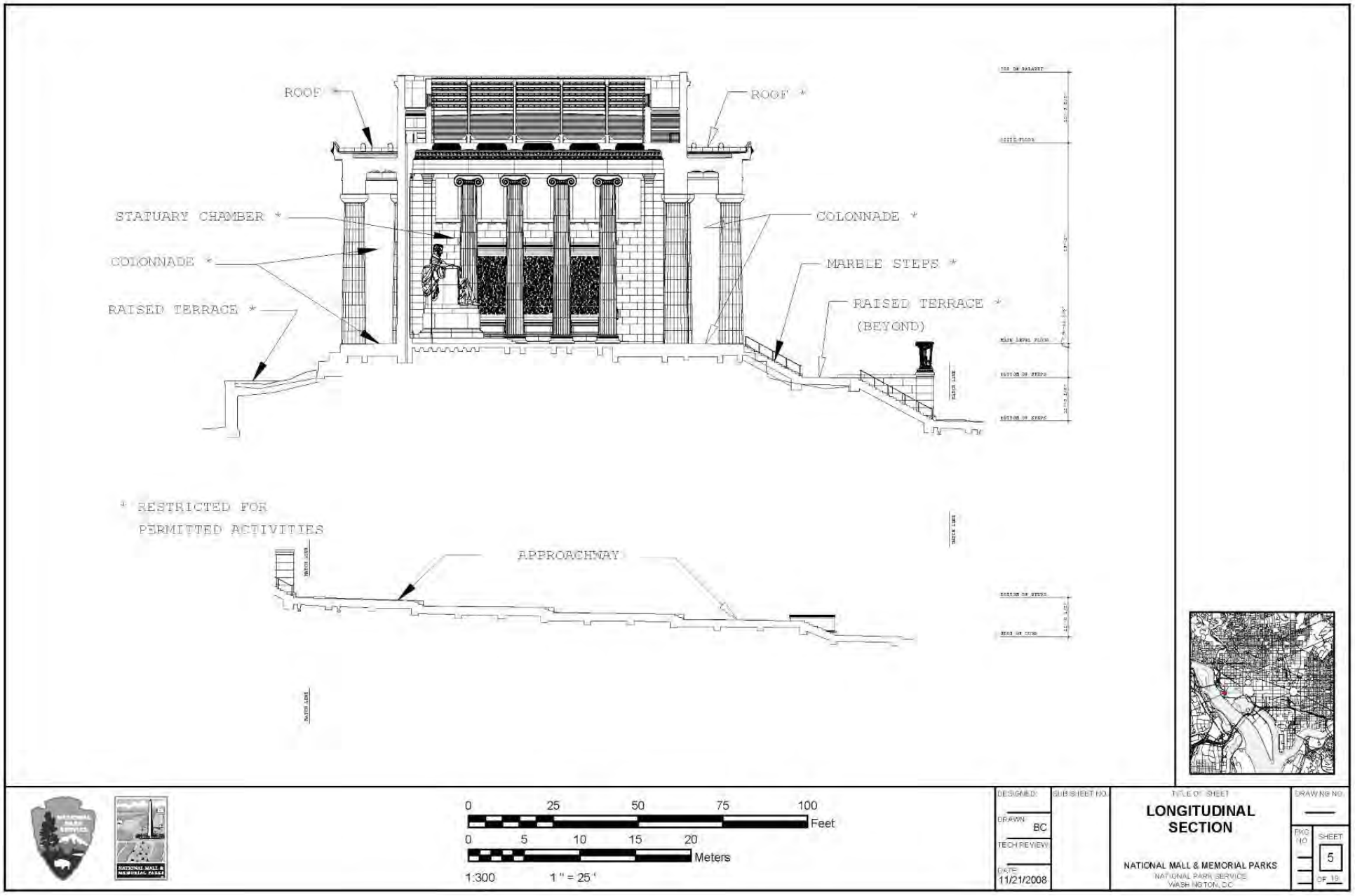
0 25 50 75 100 Feet

0 5 10 15 20 Meters

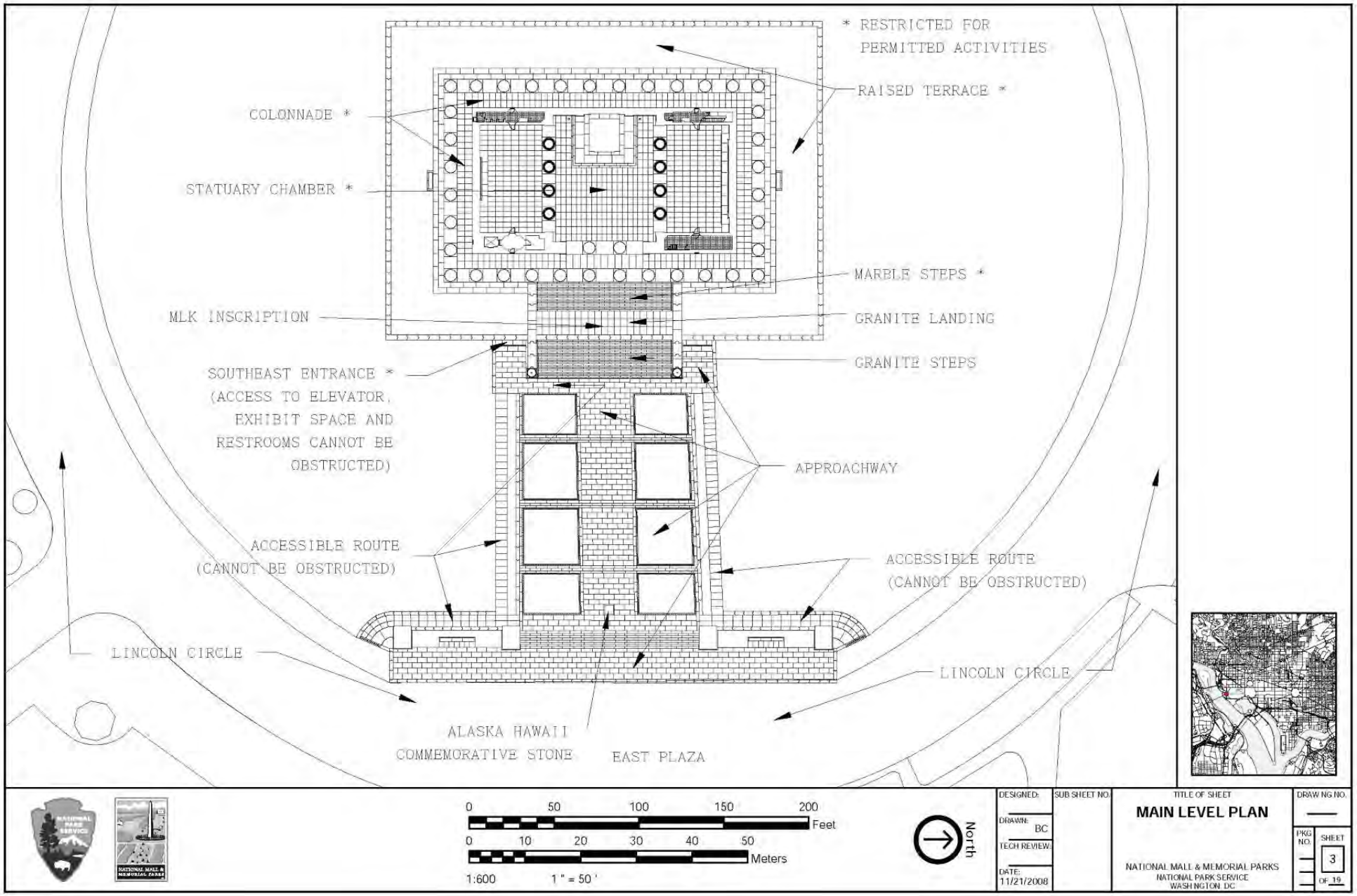
1:300 1" = 25'

DESIGNED:	SUB SHEET NO.	TITLE OF SHEET	DRAWING NO.
DRAWN: BC		EAST ELEVATION	—
TECH REVIEW:			PKG NO. / SHEET 2 OF 19
DATE: 11/21/2008		NATIONAL MALL & MEMORIAL PARKS NATIONAL PARK SERVICE WASHINGTON, DC	

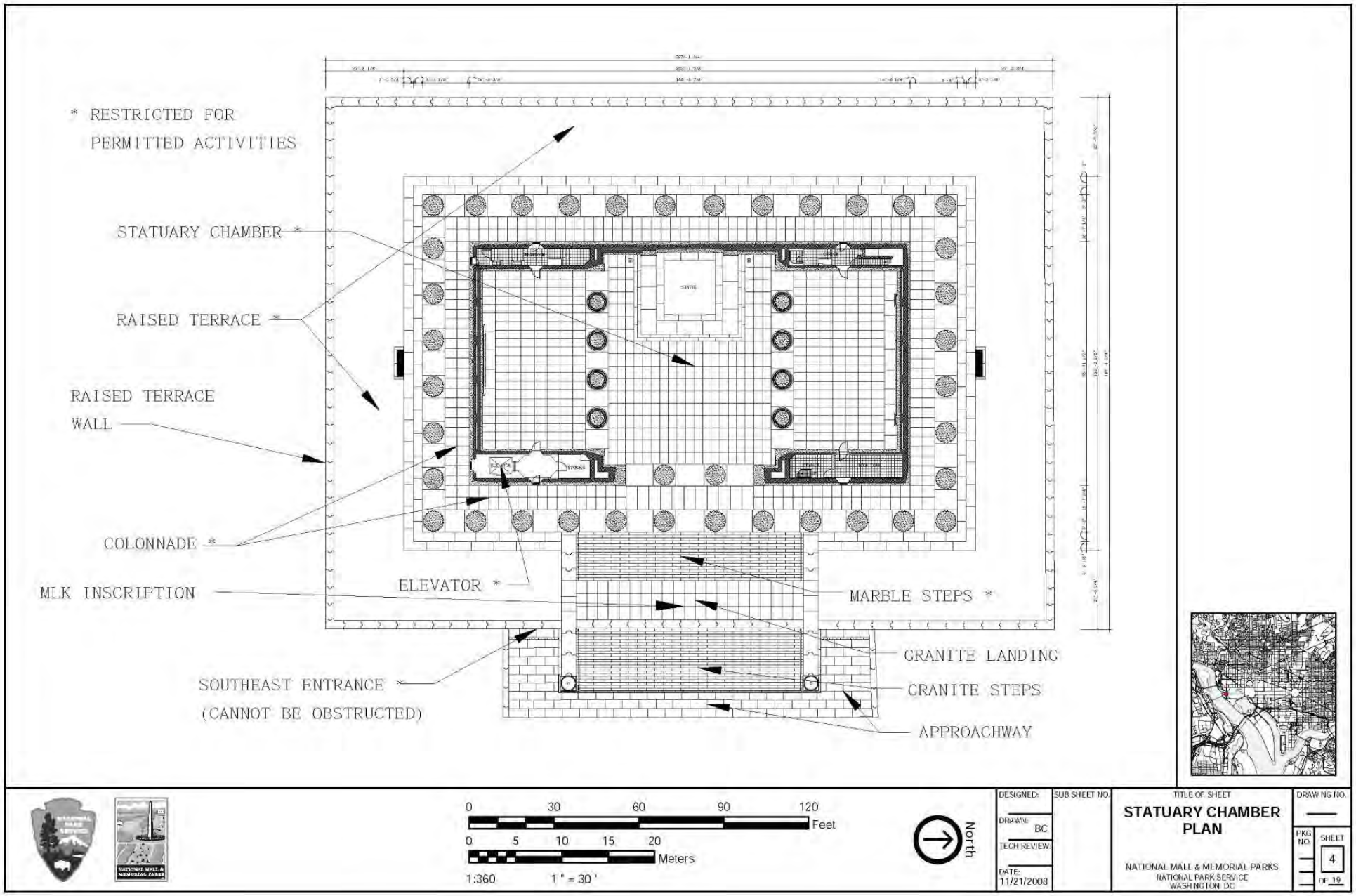
15


ROOF *
ROOF *
STATUARY CHAMBER *
COLONNADE *
COLONNADE *
MARBLE STEPS *
RAISED TERRACE *
RAISED TERRACE *
(BEYOND)
* RESTRICTED FOR
PERMITTED ACTIVITIES
APPROACHWAY
0 25 50 75 100 Feet
0 5 10 15 20 Meters
1:300 1" = 25'
DESIGNED:
DRAWN: BC
TECH REVIEW:
DATE: 11/21/2008
SUB SHEET NO.
TITLE OF SHEET
LONGITUDINAL SECTION
NATIONAL MALL & MEMORIAL PARKS
NATIONAL PARK SERVICE
WASHINGTON, DC
DRAWING NO.
PKG NO.
SHEET 5 OF 19

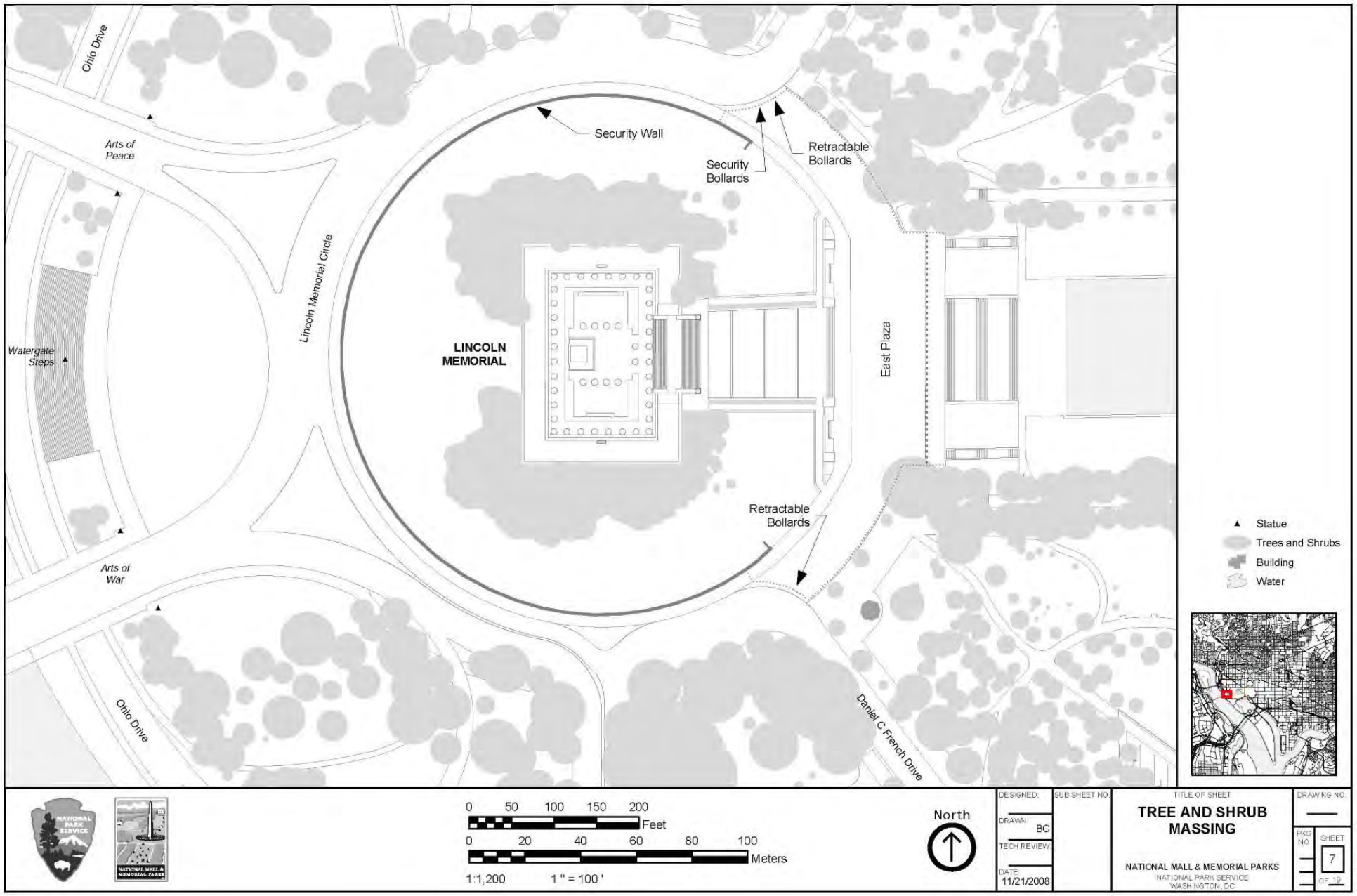
18

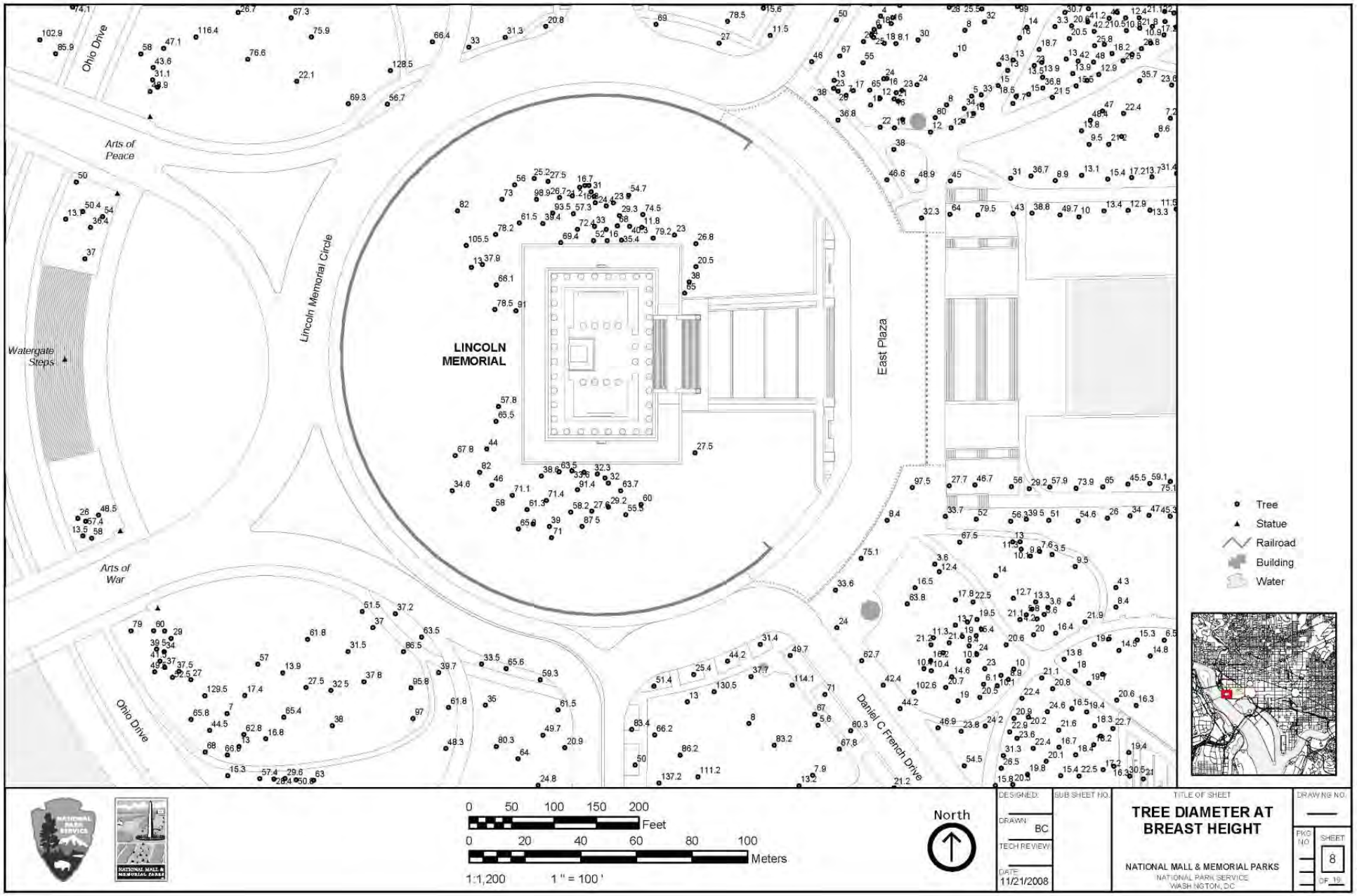

* RESTRICTED FOR PERMITTED ACTIVITIES
RAISED TERRACE *
COLONNADE *
STATUARY CHAMBER *
MARBLE STEPS *
MLK INSCRIPTION
GRANITE LANDING
GRANITE STEPS
SOUTHEAST ENTRANCE * (ACCESS TO ELEVATOR, EXHIBIT SPACE AND RESTROOMS CANNOT BE OBSTRUCTED)
APPROACHWAY
ACCESSIBLE ROUTE (CANNOT BE OBSTRUCTED)
ACCESSIBLE ROUTE (CANNOT BE OBSTRUCTED)
LINCOLN CIRCLE
LINCOLN CIRCLE
ALASKA HAWAII COMMEMORATIVE STONE
EAST PLAZA
0 50 100 150 200 Feet
0 10 20 30 40 50 Meters
1:600 1 " = 50 '
North
DESIGNED:
DRAWN: BC
TECH REVIEW:
DATE: 11/21/2008
SUB SHEET NO.
TITLE OF SHEET
MAIN LEVEL PLAN
NATIONAL MALL & MEMORIAL PARKS
NATIONAL PARK SERVICE
WASHINGTON, DC
DRAWING NO.
PKG NO.
SHEET 3 OF 19

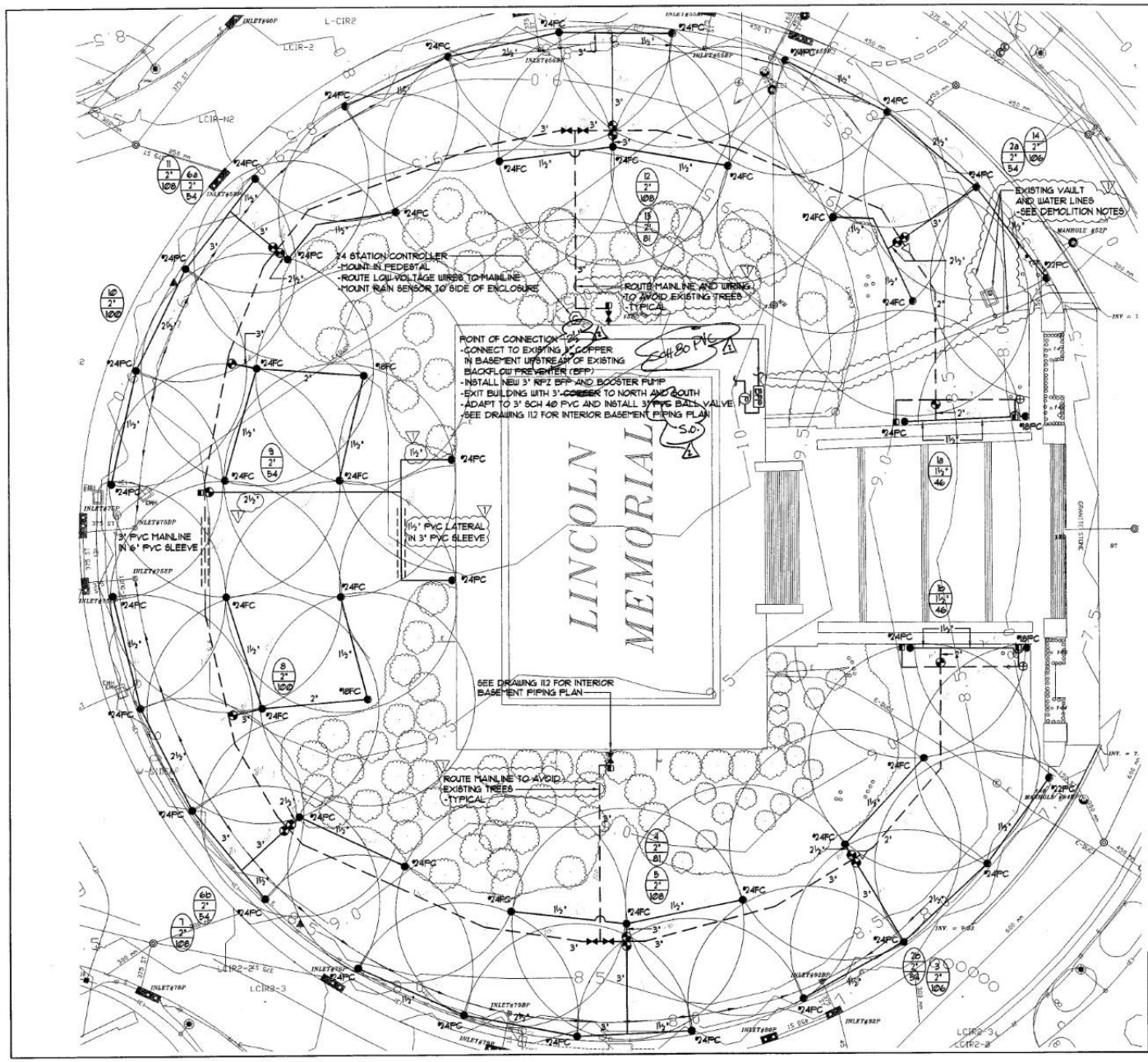
16


* RESTRICTED FOR
PERMITTED ACTIVITIES
STATUARY CHAMBER *
RAISED TERRACE *
RAISED TERRACE
WALL
COLONNADE *
MLK INSCRIPTION
ELEVATOR *
MARBLE STEPS *
GRANITE LANDING
GRANITE STEPS
APPROACHWAY
SOUTHEAST ENTRANCE *
(CANNOT BE OBSTRUCTED)
0 30 60 90 120 Feet
0 5 10 15 20 Meters
1:360 1" = 30'
North
DESIGNED:
DRAWN: BC
TECH REVIEW:
DATE: 11/21/2008
SUB SHEET NO.
TITLE OF SHEET
STATUARY CHAMBER PLAN
NATIONAL MALL & MEMORIAL PARKS
NATIONAL PARK SERVICE
WASHINGTON DC
DRAWING NO.
PKG NO.
SHEET 4 OF 19

17


Ohio Drive
Arts of Peace
Security Wall
Security Bollards
Retractable Bollards
Lincoln Memorial Circle
LINCOLN MEMORIAL
East Plaza
Watergate Steps
Retractable Bollards
Arts of War
Ohio Drive
Daniel C French Drive
Statue
Trees and Shrubs
Building
Water
0 50 100 150 200 Feet
0 20 40 60 80 100 Meters
1:1,200 1 " = 100 '
North
DESIGNED:
DRAWN BC
TECH REVIEW
DATE: 11/21/2008
SUB SHEET NO.
TITLE OF SHEET
TREE AND SHRUB MASSING
NATIONAL MALL & MEMORIAL PARKS
NATIONAL PARK SERVICE
WASHINGTON, DC
DRAWING NO.
PKG NO.
SHEET 7 OF 19
20


Ohio Drive
Arts of Peace
Lincoln Memorial Circle
Watergate Steps
LINCOLN MEMORIAL
East Plaza
Arts of War
Ohio Drive
Daniel C French Drive
Tree
Statue
Railroad
Building
Water
0 50 100 150 200
Feet
0 20 40 60 80 100
Meters
1:1,200 1" = 100'
North
DESIGNED:
DRAWN BC
TECH REVIEW
DATE 11/21/2008
SUB SHEET NO.
TITLE OF SHEET
TREE DIAMETER AT BREAST HEIGHT
NATIONAL MALL & MEMORIAL PARKS
NATIONAL PARK SERVICE
WASHINGTON, DC
DRAWING NO.
PKG NO.
SHEET 8 OF 19
21



SYMBOL LEGEND

- SCH 40 PVC MAINLINE
- SCH 40 PVC LATERAL
- SCH 40 PVC SLEEVE
- POP-UP TURF ROTOR — 1 / I2.1
- REMOTE CONTROL VALVE (RCV) — 2 / I2.1
- QUICK-COUPLING VALVE — 3 / I2.1
- BALL VALVE — 4 / I2.1
- MANUAL DRAIN VALVE — 5 / I2.1
- 24 STATION CONTROLLER — 6 / I2.1
- 5 HP BOOSTER PUMP
- BFP — 3" RPZ BACKFLOW PREVENTER (BFP)
- FC — FULL CIRCLE NOZZLE
- PC — PART CIRCLE NOZZLE

VALVE NOTATION

- X — ZONE NUMBER
- X — RCV SIZE (in.)
- X — FLOW (GPM)

DEMOLITION NOTES:

1. REMOVE EXISTING VAULT AND ALL ENCLOSED EQUIPMENT IN ITS ENTIRETY, INCLUDING ALL PIPES, VALVES, BACKFLOW PREVENTER, ETC. DEMOLISH VAULT STRUCTURE, REMOVE ALL DEMOLISHED MATERIALS AND RUBBLE FROM SITE. SEAL OPEN END OF ABANDONED IRRIGATION PIPE ON NORTHWEST SIDE OF VAULT AREA. BACKFILL AND COMPACT DISTURBED AREA AND RE-SOD.
2. AT CONNECTION TO EXISTING 6" WATER SERVICE, REMOVE EXISTING TEE, SERVICE VALVE, AND PIPING FROM EXISTING 6" SERVICE LINE TO VAULT. REPAIR BUILDING SERVICE LINE AND RESTORE WATER SERVICE TO MEMORIAL. TEST NEW REPAIR WORK AT OPERATING PRESSURE PRIOR TO BACKFILLING OPERATIONS. BACKFILL AND COMPACT DISTURBED AREA AND RE-SOD. COMPACTION SHALL MATCH THAT OF ADJACENT UNDISTURBED AREAS.
3. REMOVE EXISTING CONTROLLERS (NORTH AND SOUTH) AND ASSOCIATED HYDRAULIC TUBING AND VALVE ENCLOSURES.
4. REMOVE EXISTING SPRINKLER HEADS.
5. REMOVE PIPING AND TUBING AS ENCOUNTERED TO 3' EITHER SIDE POINT OF CONTACT. REMAINING PIPING AND TUBING TO BE ABANDONED IN PLACE.

VE NOTES 02/05

30 0 30 60
SCALE OF FEET

DESIGNED: DL	SUB SHEET NO.	TITLE OF SHEET	DRAWING NO.
DRAWN: DL	I1.1	IRRIGATION PLAN	898 / 41011
TECH. REVIEW: BL		NATIONAL CAPITAL PARKS CENTRAL LINCOLN MEMORIAL	PKG. NO. 44463 79914 88922
DATE: 08/05/2004			SHEET 10 OF 19

23

APPENDIX F – PRE-EVENT PREPARATION

1) Planning:
    a. Permit Process: Permit system must highlight the scale of event and expected attendance.
    b. Permittee: Inform Permit Office about scale of event and expected attendance.
    c. Permits Management Office: Inform Turf Manager and other pertinent Park staff of events likely to affect turf and Landscapes and Memorial conditions.
    d. Turf Manager/Resource Management: Identify concerns and work with Permits Office. Plan advance strategies to maintain Memorial turf and Landscapes in good to excellent condition.
    e. United States Park Police (USPP): Work with permits office to identify access to area and security concerns.

2) Turf Maintenance:
    a. Permit Process: none
    b. Permittee: none
    c. Permits Management Office: none
    d. Turf Manager/Resource Management: Document soil and turf conditions on a regular basis to prepare turf to withstand events. Follow guidelines from Chapter 2.
    e. United States Park Police (USPP): none

3) Irrigation:
    a. Permit Process: Permit system identifies location of irrigation system.
    b. Permittee: Provide set up plans.
    c. Permits Management Office: Facility Management Software System (FMSS) must be notified of the need to disable specific sprinkler heads for specific time period. Sprinklers may be shutoff for the same amount of time as protective flooring is allowed (3 to 10 days depending on season).
    d. Turf Manager/Resource Management: Examine irrigation system to assess performance. Program system so as not to spray the event during, prior or at the end of the event. Ensure that permittees are aware of all sprinkler head locations prior to activity.
    e. United States Park Police (USPP): None.

PRE-EVENT REQUIREMENTS PRIOR TO SET UP

4) Logistics: Delivery schedule, Site layout, Equipment list, Transportation plan1, Sanitation Plan (Trash and Portable restrooms), Stamped engineered drawings, etc.

a. Permit Process: Permit Process: Permit system requires Permittee to provide information about the logistics of the event.
b. Permittee: Provide information about all activity logistics including a site layout at least 20 days in advance of setup, if application submission date allows.
c. Permits Management Office: Review logistical plans. Develop permit conditions based on resource.
d. Turf Manager/Resource Management: Make final pre-inspection walkthrough with Park Arborist to determine and document state of turf and landscaping. Review logistical plans and transmit, concerns to Permits Office.
e. United States Park Police (USPP): Review logistical information to assess security requirements and schedule equipment sweeps by US Park Police. Transmit concerns to Permits Office. In restricted locations, a USPP escort is required. Consult NPS or USPP to ensure permit (and security) conditions are strictly followed.

5) Resource Protection Plans: Turf, tree, shrubbery protection plan, Temporary protection material plan for hardscapes
   a. Permit Process: Permit system requires Permittee to provide information about resource protection.
   b. Permittee: Provide a plan/information about resource protection and materials used for protection.
   c. Permits Management Office: Review resource protection plan Develop permit conditions based on area used.
   d. Turf Manager/Resource Management: Review resource plans and transmit concerns to Permits Office. Erect fencing to protect NPS resources like shrubs, trees etc.
   e. United States Park Police (USPP): none

6) General Access: Maintaining general public access to the Lincoln Memorial, facilities (restrooms, exhibit area), Vietnam Veterans Memorial and Korean War Veterans Memorial
   a. Permit Process: Permit system requires Permittee to maintain public access to Lincoln Memorial and facilities.
   b. Permittee: Provide information about maintaining access.
   c. Permits Management Office: Review Memorial access plan. Develop permit conditions based on plan.
   d. Turf Manager/Resource Management: none
   e. United States Park Police (USPP): none

7) Temporary Road or Memorial Closures:
   a. Permit Process: Permit system requires Permittee to submit request for temporary road or Memorial closures.

b. Permittee: Permittee must provide a detailed request for approval for any temporary road or Memorial closures at least 20 days in advance of setup, if application submission date allows.
c. Permits Management Office: Review request for any temporary closures. Develop permit conditions. Develop Record of Determination (ROD) for closure if applicable.
d. Turf Manager/Resource Management: none
e. United States Park Police (USPP): Review request for any temporary closures. Assign USPP Officers if necessary.

8) Cost Recovery:
   a. Permit Process: Permit system may require special events to provide a cost recovery deposit to pay for costs incurred by the NPS and/or USPP resulting from the activity, such as employees' services (permit monitoring, administrative, etc.), restoration and/or rehabilitation, or cleanup of parkland.
   b. Permittee: Provide cost recovery funds to NPS at least 14 days prior to special event and finalized approved plans. Provide cost recovery to USPP at least 15 days prior to special event.
   c. Permits Management Office: PERMITS MANAGEMENT OFFICE: Assess if cost recovery is required for special event. Cost recovery is based on the size and scope of the event.
   d. Turf Manager/Resource Management: Based on site layout and logistics of special event and guidelines defined in *The National Mall and Memorial Parks Event Use and Resource Guidelines for Turfgrass*, determine amount of turf cost recovery deposit and transmit to Permit Office.
   e. United States Park Police (USPP): Assess if cost recovery is required for special event. Work directly with applicant to calculate cost.

PRE-EVENT WALKTHROUGH

1) Condition Assessment
   a. Permit Process: Permit system recommends photo documentation of permitted area. Permit system must require Permittee to sign off condition assessment documentation.
   b. Permittee: Photo documentation is recommended for the benefit of all parties. Sign-off on condition assessment document.
   c. Permits Management Office: Confirm grounds condition for patches, dead grass, and cracked cement noted as “existing” pre-event. Sign-off on condition assessment document. Prepare report. Archive report with permit.

d. Turf Manager/Resource Management: Photo document to support long term tracking of turf and soil conditions. Document findings of walk-through. Sign-off on condition assessment document.
e. United States Park Police (USPP): None

2) Participants
   a. Permit Process: Permit system identifies which stakeholder must attend, including Permittee.
   b. Permittee: Permittee must attend.
   c. Permits Management Office: Permit Specialist or Permit Monitor must attend.
   d. Turf Manager/Resource Management: Turf Manager and/or other park representatives must attend, if applicable to ensure NPS guidelines and priorities are covered.
   e. United States Park Police (USPP): USPP may attend meeting if applicable.

POST-EVENT WALKTHROUGH

(FORTY-EIGHT (48) HOURS AFTER BREAK DOWN IS COMPLETE)

1) Post-event walkthrough with the Permittee for condition assessment:
   a. Permit Process: Permit system must require Permittee to participate in walk through.
   b. Permit system must require Permittee to sign off concurrence document related to condition assessment.
   c. Permittee: Participates in walk through. Signs off on condition assessment document.
   d. Permits Management Office: Participate in walk through. Photo documentation of conditions. Note inconsistencies with permit conditions. Sign off concurrence document related to condition assessment.
   e. Turf Manager/Resource Management: Turf Manager and Tree Specialist participate in walk through to examine turf and landscapes for excessive wear or damage caused by event. Photo documentation of conditions. Sign off concurrence document related to condition assessment.
   f. United States Park Police (USPP): None

POST-EVENT RECOVERY PERIOD

2) Remediation of damage:
   a. Permit Process: Permit system documents if level of damage resulting in the need for cost recovery is caused to turf and notifies Permittee.
   b. Permittee: Responds to cost recovery request.
   c. Permits Management Office: Assign damage and personal cost to Permittee if applicable. Assign costs of turf management team.

d. Turf Manager/Resource Management: Turf Manager and Tree Specialist track expenditures for turf and landscapes recovery and shares with Permits Office for NPS cost recovery. Resource Management assess, Memorial and utility damage and report cost to Permits office.
e. United States Park Police (USPP): None

3) Records conditions and prepares report:
   a. Permit Process: Permit system saves/ archives a copy of the condition assessment and final report for the administrative record.
   b. Permittee: Records conditions and receives a copy of final report if applicable.
   c. Permits Management Office: Record conditions and observations to set of best practices. Prepare letter on event related issues and combines with turf report if applicable.
   d. Turf Manager/Resource Management: Record conditions and add observations to set of best practices. Archive conditions. Develop report of findings related to turf.
   e. United States Park Police (USPP): None

PRE-EVENT PREPARATION AND REQUIREMENTS

Permit Process

1) Planning: Permit system must highlight the scale of event and expected attendance.
2) Irrigation: Permit system identifies location of irrigation system.
3) Logistics (Delivery schedule, Site layout, Equipment list, Transportation plan1, Sanitation Plan (Trash and Portable restrooms), Stamped engineered drawings, etc.): Permit system requires Permittee to provide information about the logistics of the event.
4) Resource Protection Plan: Permit system requires Permittee to provide information about resource protection.
5) General Access: Permit system requires Permittee to maintain public access to Lincoln Memorial and facilities.
6) Temporary Road or Memorial Closures: Permit system requires Permittee to submit request for temporary road or Memorial closures.
7) Cost Recovery: Permit system may require special events to provide a cost recovery deposit to pay for costs incurred by the NPS and/or USPP resulting from the activity, such as employees' services (permit monitoring, administrative, etc.), restoration and/or rehabilitation, or cleanup of parkland.

Permittee

1) Planning: Inform Permit Office about scale of event and expected attendance.
2) Irrigation: Provide set up plans.

3) Logistics (Delivery schedule, Site layout, Equipment list, Transportation plan1, Sanitation Plan (Trash and Portable restrooms), Stamped engineered drawings, etc.): Provide information about all activity logistics including a site layout at least 20 days in advance of setup, if application submission date allows.
4) Resource Protection Plan: Provide a plan/information about resource protection and materials used for protection.
5) General Access: Provide information about maintaining access.
6) Temporary Road or Memorial Closures: Permittee must provide a detailed request for approval for any temporary road or Memorial closures at least 20 days in advance of setup, if application submission date allows.
7) Cost Recovery: Provide cost recovery funds to NPS at least 14 days prior to special event and finalized approved plans. Provide cost recovery to USPP at least 15 days prior to special event.

INTERNAL DOCUMENT CONTROLS – VERSION AND REVIEW TRACKERS

Version Control
The following table documents major revisions to this document.

Version	Review Date	Primary Point of Contact	Description of Changes
3.0	11/29/2024	Marisa Richardson	Update to guidance document

Document Review Tracker
The following table documents all reviewers for all versions. The current version is listed last.

Name	Bureau/Office	REVIEW TYPE • Author • Reviewed with Comments • Review without Comments • Info Only	Version Reviewed	Review Date
Jeffrey Hitchcock	NAMA/Maintenance	Reviewed with Comments	3.0	11/20/2024
Mike Litterst	NAMA/Communications	Reviewed with comments	3.0	11/20/2024
Jay Theuer	NAMA/Resource Management	Reviewed with comments	3.0	11/20/2024
Lori Swafford	NAMA/Administration	Reviewed with comments	3.0	11/22/2024
Aly Baltrus	NAMA/Interp	Reviewed with comments	3.0	11/20/2024
Yue Li	NAMA/Professional Services	Reviewed with comments	3.0	11/20/2024
Chad Tinney	NAMA/Super Office	Reviewed with comments	3.0	11/25/2024
Sophie Kelly	NAMA/Super Office	Reviewed with comments	3.0	10/15/2024
Kim Fondren	DOI/SOL	Reviewed with comments	3.0	11/2024
Jeremy C. Doernberger	DOI/SOL	Reviewed with comments	3.0	11/2024