

FREE EXPRESSION

PERMIT APPLICATION



SPECIAL EVENT PERMIT OFFICE

239 SOUTH MAIN STREET SLC, UT 84111

801-535-6110 • EVENTPERMITS@SLCGOV.COM • WWW.SLCCITYEVENTS.COM

SLC CORP. FREE EXPRESSION PERMIT APPLICATION INSTRUCTIONS

STEP 1: Check on park/site availability (if applicable).

If you are requesting to use a Salt Lake City park, square or plaza to hold a Free Expression activity, then please check the date and location availability on our [Public Events Calendar](#). We also recommend verifying park availability with **Kathy Rollman of SLC Parks at 801-972-7865** as there may be other unpermitted activities occurring at the parks. Once a Free Expression Application has been submitted and the processing fee has been paid, the proposed date(s) will automatically be reserved if available. Reservations are pending until final approval has been granted and the conditions of the permit have been completed by the applicant.

STEP 2: Submit a completed Free Expression Permit Application.

Applications for **advance-planned** Free Expression activities must be submitted **3 to 6 MONTHS prior to the activity setup date** to allow adequate time for various City Departments and outside agencies to review the details of the permit request and make their recommendations. **The last possible date to apply is no later than 30 DAYS before the activity setup date.** We suggest submitting an application ASAP to ensure all requirements are completed in a timely manner. Due to a high volume of permit requests, it may take 2-3 business days for the Special Events Permit Office to process your application submittal.

Applications *must* be turned in with a detailed **site/course route map** before the review process begins. The site/course route map should clearly include: proposed road closures, barricade plan, merchant booths, food vendors, portable toilets, tables, tents, fencing, stages, and other activities/special requests. Site maps for parades must include the number/type of floats and other entries, locations of advance staging, and disbanding areas.

A **Spontaneous** Free Expression is defined as activities occurring due to news or affairs coming into public knowledge fewer than 14 days before the event. Spontaneous Free Expression activities do not pay the processing fee and do not receive a Final Permit. If you are planning a Spontaneous Free Expression activity, then please complete our Spontaneous Free Expression form to notify Salt Lake City about your activity. The Special Event Permit Office will follow up with confirmation of your activity and notify you if any coordination with our Event Review Committee needs to take place. Steps 2-5 in these instructions do not apply to Spontaneous Free Expressions.

STEP 3: Pay \$6.00 processing fee.

Applications are not ready for review until the processing fee has been paid. The \$6.00 processing fee must be paid **within 7 business days** once the Special Events Permit Office has notified you that your application has been entered into our system. Payment may be made with all major credit cards, debit cards, cash or check. If you do not pay within 7 business days, the permit request will be cancelled and you will need to resubmit an application.

PLEASE NOTE: Payment of the processing fee does NOT guarantee a Final Permit. The processing fee is strictly for entering your application into the permit process for further review. The fee is non-refundable.

Payment methods:

- **Credit Card:** Once your application is processed by the Special Events Permit Office, you will receive an automatic email with a link to pay the fee online. *(All credit card transactions have a 2.12% surcharge.)*
- **Checks:** Please make checks payable to *Salt Lake City Corporation* and mail them to the Gallivan Center, 239 South Main Street SLC, UT 84111.
- *If you experience any difficulty with payment, please call 801-535-6110.*

STEP 4: Complete your Conditional Checklist.

Once payment has been submitted, your application will be sent to our Event Review Committee for review to determine requirements and special notes for your event. **This review process may take up to 2 weeks to complete.** After all entities have reviewed your application, we will send you a Conditional Checklist that must be completed in order to be issued a Final Permit. Please make sure to **compile written approval for all checklist items** and submit them in one email to EventPermits@slcgov.com by your assigned due date.

STEP 5: A Final Permit is issued.

The Special Events Permit Office will review your approval documentation and will issue a Final Permit once we know that all requirements have been fulfilled. Please have a copy of your Final Permit on-site at your activity. If you submit your Conditional Checklist packet after your assigned due date, then you risk a denied permit. If you hold your activity without a Final Permit, then you will be charged with a Class B Misdemeanor.

DISCLAIMER AND ADDITIONAL INFORMATION

AGREEMENT: By signing and submitting the Salt Lake City Corp. Free Expression Permit Application, applicant is held responsible for all information, requirements, and disclaimers found within these instructions.

COST RECOVERY: Be aware that you could incur costs for any services provided *beyond* “basic city services.” An **Estimate of Cost Recovery** form will be provided to you before the event. A permit will not be issued until the cost of the estimate has been paid or security is posted. Additional city services could include, but are not limited to, police services, park cleanup, and/or extraneous administrative work because of changes after application submittal. Final Accounting will be settled after your activity and could result in a refund or additional invoice.

MARKETING MATERIAL: The City will not be responsible for those printed materials, promotional items, etc. if dates, locations, and/or other requested services are denied, amended, or changed during the permit process.

FIRST AMENDMENT PETITION GUIDELINES

1. Any signs must be carried by hand or supported by lathe-type sticks only.
2. You may not interfere with pedestrians or vehicular traffic. If people do not stop to listen to you, you may not insist that they do so. *Specifically, you may not grab or attempt to physically restrain or touch visitors of the businesses or residences in the area or any person on public or private property.*
3. You may *not block or attempt to block any entrance or driveway.*
4. The petitioner has agreed that the group leader will be the group coordinator.
5. The petitioner shall use its best efforts to notify all participants of these rules *before* the start of the event.
6. The petitioner acknowledges that *the event is for nonviolent purposes.*
7. The petitioner agrees to be responsible to leave the areas of the event clean, and that all objects such as: signs, sticks, leaflets, or candles will be removed by the petitioner's group.
8. The petitioner acknowledges the constitutional right of anyone to ignore or not listen to your group and ignore or not read any information literature that your group may be passing out.
9. Your group may not obstruct the free passage of pedestrians, vehicles, block driveways, entrances, or exits to any business or building, and may not enter onto private property without the permission of the property owner.
10. The group shall abide by all pertinent local, state, and federal ordinances and laws while conducting the activity.
11. Violent acts will NOT be tolerated in any manner.