

PENTAGON MEMORIAL PARK SPECIAL EVENTS POLICY

I. PURPOSE: The purpose of this policy is to provide the procedures for requesting, approving and conducting special events at the Pentagon Memorial Park. It will also provide information on public access to and conduct at the Memorial.

II. APPLICABILITY: These procedures apply to all governmental and non- governmental agencies and individuals who may desire to visit or conduct a special event at the Pentagon Memorial.

III. DEFINITIONS:

A. Pentagon Memorial Park (see map at Attachment 1): The Pentagon Memorial Park is defined as the Memorial grounds and the Memorial Gateway as shown on the attached map. The Pentagon Memorial Park is part of the Pentagon Reservation.

B. A special event is an activity that:

1. Provides a benefit to or is associated with an individual, group or organization rather than the public at large;
2. Requires some degree of management control from Washington Headquarters Services (WHS) in order to protect memorial resources and the public interest; or
3. Any activity other than visits by members of the general public, such as an activity that requires scheduling, reservation of space, or support exceeding that required for regular daily operation and visits by members of the public.
4. The laying of a wreath without a formal ceremony by an individual or private group is not considered a special event for the purpose of this policy. However, multiple individuals or groups laying multiple wreaths at the same time may be treated as a special event at the discretion of the Director, WHS.

C. Department of Defense Form 2798, Application/Permit for Use of Space on the Pentagon Reservation (DoD Form 2798) (Attachment 2): The DoD Form 2798 is the form individuals and organizations use to request permission to conduct special events on the Pentagon Reservation.

D. 32 CFR Part 234, Conduct on the Pentagon Reservation (Attachment 3): The federal regulation which identifies certain activities that can and cannot be conducted on the Pentagon Reservation.

E. Pentagon Memorial Fund (PMF): The PMF is an organization comprised of and associated with the families of those killed by the terrorist attack on the Pentagon. The PMF partners with Department of Defense (DoD) on the operation of the Pentagon Memorial Park, raised funds for construction, and contributes to maintenance of the Memorial.

IV. RESPONSIBILITIES:

- A. The Director, WHS, or his/her delegated representative, will approve special events requests, other than formal wreath laying ceremonies and PMF special events, for the Pentagon Memorial.
- B. General Counsel, WHS, will coordinate and advise the Director, WHS, on requests for special events at the Pentagon Memorial.
- C. Director, Facilities Services Directorate (FSD), WHS, will coordinate and advise the Director, WHS, on requests for special events for the Pentagon Memorial Park. On behalf of the Director, WHS, the Director, FSD:
 - 1. Operates and maintains the Pentagon Memorial per applicable manufacturers' instructions and manuals, best business practices and the applicable instructions in this SOP.
 - 2. Will appoint a DoD PMF Liaison Officer who will coordinate with the PMF on requests for special events at the Pentagon Memorial.
- D. Pentagon Building Management Office (PBMO):
 - 1. Will maintain and operate the special event application process for the Pentagon Memorial.
 - 2. Approves formal wreath laying ceremonies and PMF special events.

V. POLICY

- A. The Pentagon Memorial commemorates those who lost their lives in the terrorist attack on the Pentagon on September 11, 2001. The Memorial is located on a site adjacent to the point of impact of the attack. As such, it is hallowed ground and a commemorative memorial for the rest of us. It is the intent of the Secretary of Defense that the public has as unfettered an opportunity to experience the Memorial as prudent operations, maintenance and security procedures allow. Therefore, special events will be minimized.
- B. Special events may be permitted when there is a meaningful association between the Memorial and the event, and the event will contribute to visitor and participant understanding of the Memorial's significance. Individual requests for a special event permits will be reviewed and evaluated by PBMO and forwarded when required to the Director, WHS for approval.
- C. Authorized Special Events: The following are examples of special events that ordinarily may be authorized:
 - 1. Official (DoD-sponsored) events, including, but not limited to:

- a) A special commemorative ceremony hosted by the Secretary of Defense or such official as he/she shall designate, on September 11 each year.
 - b) Ceremonies, tributes and/or musical performances by DoD bands in alignment with Section V.B.
- 2. Wreath laying ceremonies for public or private groups upon application, through the PBMO special events process in accordance with the stipulations in this policy.
- 3. Organized tours by news media representatives escorted by the Office of the Assistant to the Secretary of Defense for Public Affairs (OATSD-PA).
- D. All Special Events must be requested in accordance with the procedures in Section VI.
- E. PMF tours during normal business hours where exclusive use is not needed are not considered Special Events and do not require prior notification to the DoD PMF Liaison Officer.

VI. Procedures for Special Events at the Pentagon Memorial Park

- A. Hours of Operation: The Memorial Park will be open 24 hours a day, seven days a week, subject to security, extraordinary maintenance and repair activities, or weather. Support staff will be available during the hours of 10 am to 8 pm, Eastern Standard Time and 10 am to 10 pm, Eastern Daylight Savings Time.
- B. Request Procedures:
 - 1. Individuals or organizations requesting a special event at the Pentagon Memorial Park will submit a request for the event on a DD Form 2798, Application/Permit for Use of Space on the Pentagon Reservation (attachment 2). The DD Form 2798 will be submitted (via FAX, email, mail, or in person), to the Pentagon Building Management Office, ATTN: Special Events Section, Room 2E122, Pentagon, Washington, DC, 20301-1155, FAX 703-697-4448, email: whs.pentagon.fsd.mbx.pbmo-special-events@mail.mil.
 - 2. Normally the request should also include a memorandum or letter that provides further details of the event and support requirements.
 - 3. News media representatives requesting a special event shall contact OATSD-PA. OATSD-PA will submit a memorandum to PBMO, ATTN: Special Events Section, Room 2E122, Pentagon, Washington, DC, 20301-1155, FAX 703-697-4448, email: whs.pentagon.fsd.mbx.pbmo-special-events@mail.mil.
 - 4. If the event requested is a formal wreath laying as described in Section VI.C.2, the PBMO Special Events Office will schedule the event for the time closest to that requested on the permit. Requests will be processed on a first come, first served basis. Groups should request a ceremony time as soon as possible, but requests will be

accepted at any time prior to the day of a visit.

5. If the permit request is for other than a formal wreath laying ceremony, PBMO will route the request to PFPA, WHS OGC, the DoD PMF Liaison Officer, and the WHS FSD Safety, Environmental, and Fire Marshall branches, prior to sending to the Director, WHS, for a decision.

6. If approved, the Special Events Section will assist the group or individual in arranging whatever support that has been approved by the Director, WHS.

7. All Special Events, other than formal wreath laying ceremonies and PMF requests, shall be submitted to the PBMO Special Events Section at least one month prior to the requested date. This will allow for proper coordination. Exceptions due to emergent issues will be considered. PMF should submit requests a week in advance to the DoD PMF Liaison Officer who will coordinate with the PBMO Special Events Section.

C. Support for Authorized Special Events

1. The September 11 commemorative ceremony and official wreath laying ceremonies will receive such support as authorized by the Director, WHS.

2. Wreath laying ceremonies for public or private groups, or individuals. The operation and maintenance program for the Pentagon Memorial has been resourced to provide support for four wreath laying ceremonies a day, 365 days a year. These wreath laying ceremonies will be supported as follows:

a) There are four time slots for these ceremonies, 10 am, 11 am, 12:30 pm and 1:30 pm.

b) The ceremonies will normally be held adjacent to the Memorial flag pole.

c) Support for such ceremonies will include:

(1) An individual knowledgeable of Pentagon Reservation and Pentagon Memorial Park procedures;

(2) A portable podium with built-in sound system;

(3) Twenty (20) folding chairs; and,

(4) A tripod for display of the wreath.

d) Wreaths must be brought to the site by the group. The Pentagon will not accept delivery of wreaths for the group. Wreaths not taken at the end of the ceremony will not be returned at a later time.

e) An individual or group may place a wreath or flowers without a ceremony in the Memorial Park without special permission as long as there is no interruption of

public access to any portion of the Memorial. No support will be provided for such activities.

D. Handling of Mementos: From time to time, it is possible that individuals or groups may leave personal mementos at the Memorial Park. Such mementos will be processed as follows

1. At the end of core hours (8 pm EST or 10 pm EDT), FSD will collect all items left at the Memorial Park. Perishable items, other than wreaths and flowers, will be discreetly discarded off the Memorial Park site. Non-perishable items will be cataloged (item description, photograph, date collected, location of collection) and stored for 30 days.
2. After 30 days, FSD and the PMF will review the list and consult on potential disposition. Final disposition will be determined in accordance with applicable law and regulation.

VII. Prohibited Activities:

A. All activities prohibited by 32 CFR Part 234, Conduct on the Pentagon Reservation, are prohibited in the Pentagon Memorial Park. Examples of the common prohibited items and activities are: firearms and knives with blades exceeding 2.5 inches in length, fireworks, open containers of alcoholic beverages, and controlled substances are prohibited on the Reservation. Also, all commercial or political soliciting, vending and posting of posters, flyers, handbills, etc. are prohibited. Any activity not covered by 32 CFR Part 234, but which interferes with the operation and maintenance or public experience of the Pentagon Memorial Park is also prohibited, unless approved through the permit process described in section VI.

B. Other prohibited activities include:

1. Eating and Drinking: Due to sanitation concerns and vermin control, eating and drinking (except for water) in the Pentagon Memorial Park is not allowed.
2. Smoking: In order to minimize debris that may interfere with proper operation of the Memorial Park, we ask that visitors not smoke in the Memorial Park or the entrance.
3. Wheeled Vehicles, Roller Blades, etc: Due to the unique construction materials used, and concern for public safety, no wheeled vehicles or devices are allowed in the Memorial Park, other than those used by persons with disabilities, baby strollers.
4. Pets and other animals are not authorized on the Pentagon Reservation or inside the Memorial Park. Service dogs and police or military working dogs are authorized entry while performing their intended service. Owners and handlers are asked to pick up after their animals.

5. Music, Noise Making Devices, Speakers, Sporting Events, Jogging, etc: Music that can be heard by others, noise making devices, (such as megaphones, public address systems, etc.) and sporting activities (such as jogging, Frisbee playing, basketball bouncing, etc.) are not allowed in the Memorial Park.
6. Photography is permitted within the Pentagon Memorial Park.