

**ACTIVITY CHECKLIST FOR USE OF SPACE  
IN PUBLIC BUILDINGS AND GROUNDS**

**TODAY'S DATE:** \_\_\_\_\_

Date and time of event:

Please mark ( ✓ ) the following items that you will be using during your event.

- \_\_\_\_\_ **HANDOUTS/LITERATURE**
- \_\_\_\_\_ **MUSIC – Non-amplified/acoustical**
- \_\_\_\_\_ **MEGAPHONES**
- \_\_\_\_\_ **PICKETING**
- \_\_\_\_\_ **PRIVATE SECURITY**
- \_\_\_\_\_ **SIDEWALK USAGE**
- \_\_\_\_\_ **PETITIONING/COLLECTING SIGNATURES**
- \_\_\_\_\_ **SIGNS BEING USED**
- \_\_\_\_\_ **GARBAGE CANS/COLLECTION**
- \_\_\_\_\_ **OTHER: Please describe in detail below.**

**NOTICE:** The following activities are **NOT** permitted on Federal property:

- No items of any kind may be attached to Federal property in any manner.
- No political campaigning OR fund raising.
- No vending.
- No amplified music.

**\*\*PLEASE NOTE:** At no time may Government electrical connections be used.  
Normal business traffic must have clear access to all sidewalks and all building entrances at all times.

**\*\*FAILURE TO FOLLOW THESE REQUIREMENTS DURING THE EVENT  
MAY RESULT IN LOSS OF PERMIT\*\***

**APPLICANT'S  
SIGNATURE** \_\_\_\_\_

**MANAGEMENT  
SIGNATURE** \_\_\_\_\_