



Outdoor Event Permit Application

NIH Events Management Branch – Main Office - 45 Center Drive, Room 1Bc17, Bethesda MD 20892 – Telephone 301-827-8470

Date of Application	Event Date(s)	Permit Application #: (EMB use only)
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Project/Site Information:

Planned usage of Proposed

Primary Site Location:

Multiple Sites & Justification:

**** Include map of site with Application submittal ****

Full Event Title:

Setup Time:

Start Time:

End Time:

Event Support: **Other:**

ORF Support:

ORS Support:

IC/Branch:

Requester info:

AO info:

CAN Number:

Approvals / Disapprovals:

ORS Events Management Branch	Reviewed By:
Terms: _____ Date: _____ Comments: _____	
ORS Division of Fire & Rescue Services	Reviewed By:
Terms: _____ Date: _____ Comments: _____	
ORS Division of Amenities & Transportation	Reviewed By:
Terms: _____ Date: _____ Comments: _____	

ORS NIH Police

Reviewed By:

Terms: Date: Comments:

ORF Utilities Distribution Branch

Reviewed By:

Terms: Date: Comments:

ORF Division of Environmental Protection (EC)

Reviewed By:

Terms: Date: Comments:

ORF Division of Environmental Protection (WRRB)

Reviewed By:

Terms: Date: Comments:

ORF Division of Facilities Planning

Reviewed By:

Terms: Date: Comments:

ORS Division of Emergency Management

Reviewed By:

Terms: Date: Comments:

ORS Division of Physical Security Management

Reviewed By:

Terms: Date: Comments:

ORS Division of Fire Marshall

Reviewed By:

Terms: Date: Comments:

NIH Landscape Architect

Reviewed By:

Terms: Date: Comments:

Landscape Maintenance & Site Restorations:

1. The contractor is responsible for routine and periodic maintenance of the site including mowing to keep weeds down, litter removal, neat and organized storage of materials, erosion protection, snow removal within the designated site, and protection of any trees or shrubs within the site.

2. At the end of the project, trailers, containers, equipment, materials, etc. shall be removed and the site restored at the contractor's expense. All utility connections are to be properly disconnected.

3. Sites on lawn areas shall be returned to existing or better conditions. Restorations shall include, but are not limited to, full removal of the structure, attachments and all anchor and leveling materials, full removal of all silt fence posts and fabric, full removal of fence posts and footers, full removal of any gravel placed for haul roads or parking, full removal of all temporary overhead or underground utilities, full removal or any contaminated soil from substance spills with replacement of equal volume of clean sandy loam topsoil, core aerifying to relieve soil compaction, fine grading to remove ruts, application of 6 pounds/1,000 square feet of approved varieties of Improved Tall Fescue grass seed (K-31 seed is prohibited), application of a light topping of shredded hardwood mulch over the seed (straw is prohibited), lime and fertilizers are not required.

4. Damages to pavement including asphalt, concrete and precast pavers within the site shall be restored to original condition. Photos shall be taken by the contractor to verify existing conditions prior to occupancy. Damages found by the Project Officer upon vacating the site will be the responsibility of the contractor to repair unless it can be shown the damages were pre-existing prior to site occupancy.

General: This approval is only applicable for the dates indicated above. Any deviation from the information submitted in the request or the terms needs to be resubmitted for approval.