

## Policy for ANC letters for the use of Lamont Park

That ANC 1D will use the following process for granting support letters for use of Lamont Park (China)

1. Any applicant seeking a support letter for use of Lamont Park must email a request for the support letter and a description of the proposed event to the Secretary of ANC 1D. The applicant must include in the description assurances that the event will not unduly disturb the neighbors due to noise, music volume, traffic, parking burdens, or otherwise, as reasonably determined by DPR in accordance with DCMR 4.15.1.
2. An example of an appropriate applicant request follows:

*“Setup and Cleanup*

*“The program will run from 12:00 pm to 8:00 pm. Lamont Plaza will be reserved from 10:00 am to 9:00 pm to allow for setup and cleanup. Applicant will be responsible for leaving the space in the clean condition we found it.” [The times given here are merely for example.]*

*“Sound*

*“The event will feature musical performances. To ensure that area residents are not inconvenienced, we will monitor decibel levels and maintain them at a maximum of 78 dB as measured on the sidewalk in front of 3200 17th St NW.” [78 dB is the maximum allowed sound level.]*

3. Upon the Secretary’s receipt of the applicant’s request, the Secretary will promptly forward the request to all ANC 1D commissioners. The Secretary will ask whether there are any objections to the release of an ANC letter of support. If no one objects within three days, the letter of support will be released on official ANC 1D letterhead.
4. Additional conditions for a permit may be imposed only with the consent of the commission.
5. Applicants do not need to attend an ANC meeting to request use of Lamont Park. Nor does the Commission need to address the request at an ANC meeting, unless a commissioner objects, in which case the Secretary will escalate the support letter to a vote by the Commission.