



Application for “Free Speech” Permit

Pursuant to the rules and regulations, Port Ordinance No. 3549 issued by Board of Port Commissioners – City of Oakland no person or group of persons shall engage in the solicitation of funds without first obtaining a permit from the Director. Each group/organization which is permitted to engage in the solicitation of funds shall ensure that only bonafide members of the group/organization engage in such activities. “Solicitation of funds” means any request for the donation of money, property or anything of value; the pledge of a future donation of money, property or anything of value or the selling or offering for sale of any property upon the representation, expressed or implied, that the proceeds of such sale will be used for a charitable purpose.

No person or group of persons shall (1) conduct or participate in any speech making, parading, marching, patrolling, demonstrating, assembling, distributing of pamphlets or other materials; or (2) carry, display, or cause to be displayed any signs or placards in or upon any Airport buildings or within ten feet of the entrances thereof, or engage in any other activity in the exercise of their free expression and communication rights without first obtaining a permit from the Director.

Please provide the following information in the space provided. If more space is needed, please attach a separate sheet of paper and indicate the number of the item to which the information refers.

1. Full name of organization, mailing address and telephone number of person or organization sponsoring, promoting or conducting the proposed activities.

2. Full name, mailing address and telephone number of the individual person or persons who will have supervision of and responsibility for the proposed activities.

3. Description of proposed activities, indicating the type of communications to be involved.

4. The number of persons that propose to engage in said activities at the airport at any given time.

5. List preferred dates and hours for which the activities are proposed to be carried out.

6. Indicate which of the free Speech locations the applicant prefers to use to carry out the proposed activities by placing a number in the space provided. Number "1" should signify the applicant's first choice.

Terminal One
Terminal Two

7. If the descriptions of activities in #3 include the solicitation of funds, attach the following documents: (1) Federal Tax Exempt Status Form pursuant to United States Internal Revenue Code.

Section 501(c); State Tax Exempt Status Form pursuant to California Revenue and Taxation Code Section 23701.

The following rules and procedures shall be strictly enforced against all persons or organizations utilizing the Airport's Free Speech Locations i.e.: authorized table location in the terminal building, Curbside location(s), etc

1. Only one group/organization shall be scheduled in each Free Speech location at any given time however, when situations exist where multiple organizations request the same dates and timeframes to conduct Free Speech Activities and there are no additional options available, the Aviation Director or his / her designee will make a determination regarding shared usage at the free Speech locations.
2. Use of an authorized Free Speech location shall be limited exclusively to the group organization that has submitted the proper request and has received signed approval by the Director of Aviation or his / her designee.
3. The application for the use of an available Free Speech location on a priority basis must be received by the Landside Operations Department no later than the 20th calendar day of the month proceeding the month which the application is made.
4. Airport staff shall consider permits on a first come, first serve basis unless there are two or more applications for the same date(s) and hour(s). In this event, Airport staff shall use a rotational system to ensure equal treatment of all groups wishing to utilize Free Speech Booths.

Organization: _____

Permittee Name: _____

Signature: _____

Phone Number: _____

Email address: _____

Date: _____

Port of Oakland

Kristi McKenney
Assistant Director of Aviation

Signature / Date: _____