



Frequently Asked Questions (FAQ'S)

Processions & Public Assemblies

Brief Overview	Deadline to Submit Application	Application Permit Fee	Insurance Requirement	Cost
First Amendment	15 business days before the event	\$0	Encouraged, but not required	\$0
Commercial(Non-First Amendment)	45 business days before the event	\$75	Required	Varies on event

*****Applicant will be notified within 3 calendar days to acknowledge receipt of application******

1. How do I obtain an application?

- a. Visit any [San Antonio Branch Library](#) or the CCDO Special Events Division Office for a hardcopy application & FAQ sheet **or**
- b. Print application & FAQ sheet from the website [English and Spanish], **or**
- c. Use the online portal to create an account and fill out the online application (only one account needed for any event organizing).

2. How do I submit an application?

Applicant has the following options:

- a. Create an account via the online portal and fill out an electronic application **or**
- b. Drop off a completed hardcopy with CCDO Special Events Division; 400 N. St. Mary's Suite 100, San Antonio, TX 78205 **or**
- c. Call CCDO at 210-207-7819 to speak with a permitting official who will gather your information and create an application for you.

3. For which types of activities are permits needed?

- a. **Processions:** Street and some sidewalk processions do require permits. A procession that requires a permit is any event of persons moving from one point and ending at another point in such a way that impedes the normal flow or regulation of pedestrian or vehicular traffic.

- I. For example: (1) a group of people marching in the street to share a political message; (2) A fundraiser 5K or 10K; (3) a group of people walking on the sidewalk sharing a religious message who do not leave room for anyone else unrelated to the event to pass them on the sidewalk; (4) A historical figure parade; etc. These are all examples of the types of events that require a permit. This is not an exclusive list.

b. Assemblies

- I. **Exclusive use of a park facility.** Permits are not required to have an event at a park. Spontaneous public assemblies are allowed at parks and are protected under the U.S. Constitution, and these events do not require a permit. Event organizers, however, do have the option to request a permit and book parks and other facilities to ensure exclusive use of a particular area and/ or accessibility to certain amenities depending on the park.

4. Will I get everything I ask for in my application?

- a. While we do try to accommodate our applicants' requests as much as possible, it is sometimes necessary to offer the applicant different times, locations, or dates for events, due to the volume of requests, conflicting events, or other unforeseen circumstances.

5. We are a non-profit organization. Can the event permit fee be waived?

- a. A First Amendment Procession application will have no permit or application fee.
- b. A commercial procession application will have the application fee of \$75.
- c. Commercial processions: According to Sec 19-633 "The application shall be accompanied by a fee of seventy-five dollars (\$75.00). In the event the organizers of an event cannot provide payment with the application, an organizer may submit an affidavit attesting that he or she will provide payment within fifteen (15) business days of the date of the submission of the application. Failure to provide payment will trigger the surety bond requirement in section 19-636 for future procession events by organizers, and

the organizer signing the affidavit shall become personally responsible for payment. "All processing fees are non-refundable.

6. Is Insurance required?

- a. Ordinance requires the insurance for Commercial processions. The applicant shall submit to the permitting official a certificate of insurance and endorsement evidencing commercial general liability coverage, including premises/operations, independent contractors, personal injury, and contractual liability at a combined singled limit of one million dollars (\$1,000,000.00) per occurrence, with the city being named as the additional insured by endorsement.

7. What is considered a First Amendment Procession?

- a. First Amendment Procession means a procession, the sole or principal object of which is not First Amendment Activity.

8. What is First Amendment activity?

- a. First Amendment activity shall mean all expressive and associative activity that is protected by the United States and Texas Constitutions, including speech, press, assembly, and the right to petition, but not including commercial advertising, revenue-generating events, or fundraising.

9. What is a Commercial Procession?

- a. *Commercial procession* shall mean a procession the sole or principal object of which is not First Amendment activity.

10. What is the cost to obtain a permit?

- a. **First Amendment:** If your event is a First Amendment event there is no permit cost and no traffic safety and barricade cost.
- b. **Commercial:** If your event is a commercial event, there will be a \$75 permit cost **in addition** to traffic safety and barricade costs.

11. My event will take place in a park, what do I have to do?

- a. Permits are not required to protest at a park. However, if you desire exclusive use of park area or facility, you can request a reservation through the following link:

<https://apm.activecommunities.com/sagov>

12. I want my event to take place at Main Plaza

- a. For events at Main Plaza, please click [here](#) for more details.

13. I want to Reserve City Hall Steps

- a. If you would like to reserve City Hall Steps please call 210-207-7080.

14. I want to protest at the airport

- a. A permit is required to engage in picketing, demonstrations, marches or distribute literature at the San Antonio International Airport. An Application for Permit may be acquired by calling (210)-207-7242.

15. I want to protest at the Convention Center

- a. For public assembly at the Convention Center, contact John Vlieger at (210)-207-6780 to obtain a permit.

16. I want to protest at the Alamodome

- a. For public assembly at the Alamodome, contact Stephen Zito at (210)-207-3605 to obtain permit.

17. Will I need any other permits to hold an event?

- a. Yes, depending on the type of event other permits may be needed. When an application, has been filed with the Processions & Public Assemblies Office, contact information will be provided to clients for any departments they may need to reach to obtain additional permits.

Permitting Process

1. [Submit](#) an application to the Office of Processions and Public Assemblies in person, online, or by phone. Please refer to FAQ section for the location.
2. Submit proposed route with your application ([Create Your Map](#)). An SAPD officer will reach out to the event organizer to develop and finalize the Traffic Safety Plan.
3. A Permitting Official from the Office of Processions and Public Assemblies will contact the event organizer via phone or email within three calendar days to confirm receipt of the application and status of the permit application.
4. The Permitting Official from the Office of Processions and Public Assemblies will let the applicant know to submit any additional required documents (insurance, notifications, etc).
5. Final review of application
6. Applicant pays \$75 permit fee if applicable
7. Permit is issued.

Special Events

Special Events: The Special Events Division within the Center City Development and Operations (CCDO) Department can assist Event Organizers with providing general direction for planning major special events.

Contact:

Jennifer Fraga, CMP, Special Projects Manager

400 N. St. Mary's, Suite 100

San Antonio, TX 78205

Office: (210) 207-7819

Jennifer.Fraga@sanantonio.gov

Block Parties: For big events, such as block parties that require temporary street closure please contact the office below.

Contact: Right of Way Management: 1901 S. Alamo, San Antonio, TX 78204

Office: (210) 207-5749

Link:

<http://www.sanantonio.gov/Portals/0/Files/CIMS/Services/StrClsr%20Permit%20App%2001122016.pdf>

Temporary Use Permits: Development Services Department (DSD) manages the issuance of permitting temporary uses for tents, circuses, and carnivals including the approval of mechanical, electrical, and plumbing (MEP) drawings.

Link: **<http://docsonline.sanantonio.gov/FileUploads/dsd/IB112.pdf>**

Resources:

CCDO Processions & Assemblies Permitting Official

Phone: 210.207.7819

San Antonio Police Department Traffic Division

Phone: 210.207.7400

David Velasquez

George Olivarri

City of San Antonio Parks and Recreation Department

Phone: 210.207.7275

<http://www.sanantonio.gov/ParksAndRec/Home>

Please note: The Esperanza Peace & Justice Center is not a City entity

Esperanza Peace & Justice Center

922 San Pedro

San Antonio, Texas 78212

Phone: 210-228-0201



CITY OF SAN ANTONIO PROCESSIONS & PUBLIC ASSEMBLIES OFFICE
Procession Permit Application for the City of San Antonio

The First Amendment of the United States of America establishes the following:

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press, or of the right of the people peaceably to assemble and to petition the Government for a redress of grievances.

Freedom of speech is an essential part of democracy. In an effort to balance the interests of First Amendment protections, shared use of public spaces, and public safety, the City of San Antonio requires an event organizer to submit to the City a permit application for First Amendment Processions and Commercial (Non-First Amendment) Processions.

In completing and submitting this form, you, applicant, are applying for a procession to be conducted on the streets of the City of San Antonio under Article XVII of the City Code.

Event details

Name of event:

Date of event:

Type of event: (Please circle) run walk march parade bike event

State the objectives of your event:

Definitions:

First Amendment procession means a procession, the sole or principal object of which is First Amendment activity.

Commercial procession means a procession, the sole or principal object of which is not First Amendment activity.

Do you believe your event is a First Amendment procession? (Please circle) Yes No

If yes, please give a reason for First Amendment status:

Time to assemble: _____

Start time: _____

End time: _____

Location to assemble:

Start location:

End location:

Direction of event (turn by turn description):

Please note the following restrictions in the San Antonio City Code when planning your procession:

- (1) No procession or public assembly permit shall be issued for streets in the "Downtown Business District" as defined in the City's Unified Development Code Appendix A, Section 35-A101(b), on non-holiday weekdays, between the hours of 7:30 – 9:00 a.m. and 4:30 – 6:00 p.m.
- (2) No procession or public assembly permit shall be issued for State or Federal Highways at any time.

Applicant's Information

Applicant's name:

Applicant's address:

Applicant's phone number:

Applicant's e-mail address:

Organization Information

Organization's name:

Organization's address:

Organization's phone number:

Estimated number of participants: _____

Estimated number of vehicles in event:

Estimated number of animals and breed: _____

Estimated number of floats in event:

Street closure type requested: (circle choice)

Full street closure

Partial street closure

Escort

Will you be requesting SAPD traffic support? Yes No

Will you hire traffic officers other than SAPD traffic for event? Yes No

- **Event must be outside the Downtown Expressway Loop area for the use of outside agencies**
- **Traffic plan by handling officer shall be attached with this application**
- **Traffic plan must have officers' postings and / or barricade details**
Traffic plan must be approved by SAPD

List outside agency name and contact information:

Please note every event is different. Your traffic safety costs will vary depending on the date, time, location, and size of your event. The San Antonio Police Department will work with you to determine your best route options. As a reminder, traffic safety costs only apply to Commercial (Non-First Amendment) events; traffic safety costs for First Amendment Events are covered by the City of San Antonio. The City of San Antonio is committed to allowing for full expression of all viewpoints under the First Amendment.

The provision below apply only to Commercial (Non-First Amendment) Processions and shall be acknowledged by Commercial (Non-First Amendment) event organizers. For questions regarding Traffic Control, please contact the SAPD Traffic Office at 210-207-7400.

I agree that I will be responsible for the traffic control devices and their placement onto right-of-way by a certified barricade company or individual according to the Texas Manual on Uniform Traffic Control Devices for the safety of this event. I understand that ON-DUTY/OFF-DUTY Police Officer will check these devices and placement to see if they comply.

Initial: _____

Date: _____

This Provision shall be acknowledged by First Amendment and Commercial (Non-First Amendment) Event Organizers.

Prior to approval of the application for a Commercial Procession Permit, the applicant shall submit to the permitting official a certificate of insurance and endorsement evidencing commercial general liability coverage, including premises/operations, independent contractors, personal injury, and contractual liability, at a combined single limit of one million dollars (\$1,000,000) per occurrence, with the city being named as the additional insured by endorsement. The applicant shall provide at least (30) days' advance notice of cancellation or material alteration of the insurance policy.

Initial: _____

Date: _____

**San Antonio Processions & Public Assemblies Office
Police Procession Notification Section**

Chapter 19, ARTICLE XVII of the San Antonio City Code requires the permit holder for a commercial procession to make a reasonable effort to notify the businesses and residences located around the assembly area, along the procession route, and around the disbanding area of the scheduled procession at least twenty-four (24) hours before the scheduled start of the event.

A copy of any flyer or handout used in making the notification shall be provided to the permitting official.

It is recommended, but not required, that the permit holder for a First Amendment Procession provide the same notices.

	Business Name	Location Address	Contact Name	Phone Number	E-mail
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