

RECREATION EVENT SPECIAL USE PERMITS

What qualifies as a recreation event?

A recreation event is any organized, temporary event, such as race, run, ride, or tournament, using National Forest lands, trails, and facilities, and which requires an entrance fee to participate. Event proponents may be for-profit or not-for-profit, individuals or organizations.

How do I apply for a special use permit?

To begin the process, event proponents are responsible to complete and submit an application form and an operating plan to the district special use permit administrator.

Event proponents are responsible for considering, organizing, and funding all aspects of the event including safety, communication, parking, signing, garbage clean-up and removal, restroom facilities, accommodating other public use, and any needed restoration on National Forest lands or facilities.

Proponents are required to provide proof of liability insurance prior to the event approval. The insurance must name the U.S. Government as an additional insured. Any other language will be rejected and could affect approval of the event.

What is the timeline for submitting my recreation event application (with my proof of liability insurance) and operating plan?

Please contact your district special use permit administrator as early in the process as possible to ensure the application can be processed in time. Applications and operating plans for new events must be submitted between October 1 and December 1 of each year, for events proposed for the following year. For example: for an event in the spring of 2018, an application must be submitted between October 1 and December 1, 2017.

Previously held events will need to submit these documents at least 90 days in advance and do have priority for the same date as the previous year's event and location if there are new requests for the same date and location.

Based on the type of proposed event, the Forest Service will determine the amount of liability insurance required. Proof of insurance will be submitted at least 30 days in advance of the event. The proponent may be required to forward a copy of the entire insurance policy for review.

Can I have vendors at my recreation event?

Vendors may be approved at events, such as food services or merchandisers, under the event permit. Food service providers must also be licensed by the appropriate county. The sale of merchandise should be tied to the type of event being held (i.e. running shoes at a running event). Any proposed sale of alcohol must also be licensed by the state and all requirements of that license must be met by the proponent.

What kind of fees will I have to pay for the Recreation Event permit?

If the event is approved, the Forest Service will at least bill for the minimum fee prior to the event date. As of October 2016, that amount is \$110. Fees for the event are based on 5 percent of gross revenues for a single event or 3 percent of gross revenues for permits for multiple events in a single calendar year. The only revenue reductions allowed will be for the cost of awards and prizes. The reduction must be supported with documentation of purchase (e.g. receipts or invoices) or proof of cash pay-outs (e.g. copies of checks or list of

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names and amounts paid). Any approved vendors at the event will report gross income to the event permit holder for inclusion with the event income.

A post-use report must be submitted within 30 days of each event. This signed post-use report will include:

- Number of participants
- Number of spectators
- Gross income
- Cost of awards or prizes
- Any required documentation

A reconciliation billing may be due based on adjusted income.

Are there other forest restrictions and state requirements to uphold?

Due of resource concerns and conditions, the number of existing recreation events, and high public use, the Forest may have restrictions on new recreation events. Check with the district special use administrator for any restrictions.

Other agency requirements:

If the event uses or crosses any county or state highway or other agency land or uses private property, any authorizations needed from these agencies, companies, or individuals must be obtained prior to Forest Service permit issuance.

The Oregon Department of Transportation (ODOT) and local counties have adopted signing regulations for all temporary events where an event crosses a highway. The Willamette National Forest has also adopted these requirements on all major forest roads. For more information, please review ODOT signing regulations. These regulations are enforced for the protection of motorists and event participants

FAQs/Questions and Answers - (continued)

Who do I contact to get more information on special use permits?

For more information on special use permits, please contact the district special use permit administrator at the following locations:

Detroit Ranger District

44125 North Santiam Highway SE

Detroit, OR 97342

503-854-3366

McKenzie River Ranger District

57600 McKenzie Hwy

McKenzie Bridge, OR 97413

541-822-7209

Sweet Home Ranger District

4431 Highway 20

Sweet Home, OR 97386

541-367-5168

Middle Fork Ranger District

46375 Highway 58

Westfir, OR 97492

541-782-5243

Resource Links

General information regarding Special Use permits on the Willamette National Forest is available at:

<http://www.fs.usda.gov/detail/centraloregon/passes-permits/event-commercial/?cid=stelprdb5213887>.

General information on Special Use permits for U.S. Forest Service is available at:

<http://www.fs.fed.us/specialuses/index.shtml>

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