

**U.S. DEPARTMENT OF AGRICULTURE
Forest Service
SPECIAL-USE PERMIT FOR
NONCOMMERCIAL GROUP USE**

(Ref.: 36 CFR 251.54)

Authority: Organic Act of 1897, 16 U.S.C. 551

PART I - APPLICATION

1. APPLICANT INFORMATION:

Name of Group or Event:

Address of Group or Contact:
(whichever is applicable)

Name of Contact:

The contact shall be available to the Forest Service from the date this application is signed until it is accepted, rejected, or denied.

Day Phone: () -

Evening Phone: () -

2. DESCRIPTION OF PROPOSED ACTIVITY:

3. LOCATION & DESCRIPTION OF NATIONAL FOREST SYSTEM LANDS & FACILITIES APPLICANT WOULD LIKE TO USE:

4. ESTIMATED NUMBER OF PARTICIPANTS & SPECTATORS FOR PROPOSED ACTIVITY:

Participants: _____

Spectators: _____

5. STARTING & ENDING DATE & TIME OF PROPOSED ACTIVITY:

Start _____
Date

_____ Time

End: _____
Date

_____ Time

6. NAME OF PERSONS WHO WILL SIGN A SPECIAL USE PERMIT ON BEHALF OF THE GROUP (May be same as contact listed in item 1.):

Name: _____

Name: _____

Address: _____

Address: _____

Day & Evening Phone: _____

Day & Evening Phone: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

APPLICATION NOT VALID UNLESS SIGNED BY CONTACT

Signature of Contact

Date

18 U.S.C. § 1001 makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction. Anyone who knowingly or willfully makes or uses any false writing shall be fined not more than \$10,000 or imprisoned not more than five years, or both.

PART II – PERMIT

Purpose:

Noncommercial group use permits do not grant or deny freedom of assembly or freedom of speech. The rights to freedom of assembly and freedom of speech are guaranteed by the United States Constitution. These rights are fully respected by the Forest Service. When noncommercial group use permits are issued, they regulate time, place, and manner with respect to the exercise of these rights by groups of 75 or more people on National Forest System lands. Noncommercial group use permits authorize the holder to use and occupy the National Forest System lands covered by the permit, subject to rights retained by the United States, including continuing rights of access, a continuing right of physical entry for inspection, monitoring, or for any other purposes consistent with any right or obligation of the United States, and the right to require common use of the land or to authorize use by others in any way that is not inconsistent with the privileges granted by the permit. The use and occupancy authorized by a noncommercial group use permit would not be allowed without the permit. The primary purposes of noncommercial group use permits include protection of National Forest System lands and resources, promotion of public health and safety, and allocation of space among competing uses of National Forest System lands.

1. Use under this permit shall begin on [] and end on []. The permit shall not be extended.
2. [], #HOLDER_NAME# of, #HOLDER_ADD_LINE_1#, #HOLDER_ADD_LINE_2#, #HOLDER_CITY#, #HOLDER_STATE#, #HOLDER_ZIP# (the holder) is hereby authorized to use, subject to the terms of this permit, National Forest System lands described as #TOWNSHIP_SECT_RANGE# #FIRST_DIVISION# #FIRST_DIV_NAME_NUMBER#, #SECOND_DIVISION# #SECOND_DIV_NAME_NUMBER#, #THIRD_DIVISION# #THIRD_DIV_NAME_NUMBER# as shown in attached Exhibit(s) []. This permit covers approximately #USE_ACRES# acres and/or #USE_MILES# miles.
3. The holder is authorized to conduct the following activities and install the following improvements in the permitted area:

#PURPOSE#
4. The holder shall conduct the authorized activities according to the attached approved plans and specifications, Exhibit(s) []. The holder shall not install any improvements not specifically identified and approved in clause 3, in exhibits attached to this permit, or by the authorized officer during the activity authorized by this permit.
5. No soil, trees, or other vegetation may be destroyed or removed from National Forest System lands without specific prior written permission from the authorized officer.
6. The holder shall comply with all federal, state, county, and municipal laws, ordinances, and regulations which are applicable to the area or operations covered by this permit.
7. The holder shall maintain the improvements and premises to standards of repair, orderliness, neatness, sanitation, and safety acceptable to the authorized officer. The holder shall fully repair and bear the expense for all damages, other than ordinary wear and tear, to National Forest System lands, roads and trails caused by the holder's activities.
8. The holder has the responsibility of inspecting the use area and adjoining areas for dangerous trees, hanging limbs, and other evidence of hazardous conditions which would pose a risk of injury to individuals. After securing permission from the authorized officer, the holder shall remove such hazards.
9. The holder shall be liable for any injury, loss, or damage, including fire suppression costs and environmental harm or injury to natural resources, that arises in connection with the use and occupancy authorized by this permit.

10. The holder shall indemnify and hold harmless the United States for any injury, loss, or damage, including third-party claims, damage to federal property, fire suppression costs, and environmental harm or injury to natural resources, that arises in connection with the use and occupancy authorized by this permit.
11. The persons who sign this permit are not subject to any individual liability under this permit as a result of that signature. They provide their name solely to allow notice of actions pertaining to the permit to be communicated to the holder and to give the permit legal effect. At least one of the persons who sign this permit shall be available to the Forest Service from the date this permit is issued until the use authorized by this permit has concluded.
12. The holder agrees to permit free and unrestricted access to and upon the premises at all times for all lawful and proper purposes not inconsistent with the intent of the permit or with the reasonable exercise and enjoyment by the holder of the privileges thereof.
13. This permit is subject to all valid existing rights and claims outstanding in third parties.
14. This authorization may be revoked or suspended only in accordance with 36 CFR 251.60(a)(1)(i). Upon expiration or revocation of this permit, the holder shall immediately remove all improvements except those owned by the United States, and shall restore the site within days, unless otherwise agreed upon in writing. If the holder fails to remove the improvements, they shall become the property of the United States, but that will not relieve the holder of liability for the cost of their removal and the restoration of the site.
15. This permit is a license for the use of federally owned land. It does not grant any interest in real property. This permit is not transferable. The holder shall not enter into any agreements with third parties for occupancy of the authorized premises and improvements.
16. Any decision concerning this permit, including but not limited to suspension or revocation and modification of permit terms and conditions, is not subject to administrative appeal and is immediately subject to judicial review.
17. This permit is accepted subject to the conditions set forth herein, including any conditions in any exhibits attached to and made a part of this permit.
18. The above clauses shall control if they conflict with additional clauses or provisions.

#INSERT TERM HERE#

I have read and understand the terms and conditions and agree to abide by them.

U.S. DEPARTMENT OF AGRICULTURE
Forest Service

HOLDER:

Authorization is granted:

By: _____

By: _____

Name: _____

Name: _____

Date: _____

Title: _____

Date: _____

HOLDER MUST HAVE THIS PERMIT (OR A LEGIBLE COPY) IN POSSESSION DURING THE AUTHORIZED ACTIVITY

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0082. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all

programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

The Privacy Act of 1974 (5 U.S.C. 552a) and the Freedom of Information Act (5 U.S.C. 552) govern the confidentiality to be provided for information received by the Forest Service.

EXHIBIT A SITE PLAN

This optional format is designed to identify all aspects of a recreation event held on National Forest System lands and will help in developing an Operating Plan for an event. Depending on the size of your event, some items may not apply. Attach additional pages, if necessary to complete the information.

This operating plan is hereby incorporated as part of the authorization in accordance with clause 2 of the Special-Use Application and Permit for Noncommercial Group Use (FS-2700-3b), if the proposal is accepted and the application is approved.

1. On site agent: Day phone:
Evening phone:
2. Dates:
3. Description of event:
4. Location (**attach map**):
5. Number of acres needed: .
6. Planned number of participants: Maximum number:
7. Number of spectators anticipated: Maximum number:
8. Duration of event (include pre/post event set-up days):
9. Overnight areas needed: Yes No If yes, describe: See attached map.
10. After hour activities for multiple-day events (music, food, etc.): None.
11. Notification of adjacent permit holders or landowners: Yes No
List of contacts: Kiwanis Camp
12. List other permits required and coordination or cooperating agreements (attach copies):

FACILITIES

13. Facilities provided (i.e. tents, canopies, stage, booths, benches, chairs, showers):
14. Provisions for drinking water (quantity, locations, bottled vs. truck):
15. Signing (i.e. route marking, parking, trails, event schedules):
16. Sanitation Plan (i.e. number of toilets, garbage cans, recycle bins):
17. Accommodations for disabled visitors (i.e. parking, access):
18. Describe power supply requirements:
19. Describe public address system requirements:

VENDORS

20. Will food or beverages be provided? Yes No If no, go to 27.
21. Included in price?
22. Agreements with vendors or caterers: Yes No
23. Number of vendor or caterers:

24. Location of food or beverage (identify on map):
25. Alcohol for sale? Yes No Vendor obtained state and local permits?
26. Insurance coverage for alcohol:
Attach a copy of the liability portion & and all endorsements and exclusions
27. Other products for sale (i.e. t-shirts, hats, ice, souvenirs):
28. Other equipment for rental (i.e. snowmobiles, skis, boards, jet-skis, rafts, kayaks):
29. List additional third party agreements:

PARKING AND VEHICLES

When planning for parking, be aware that one lane must always be open for emergency vehicles.

30. Amount of parking needed (i.e. number of spaces, acres, include disabled parking):
31. Locations (identify on map):
32. Parking attendants and locations used (i.e. parking direction, lot full posting, information):
33. Parking lot security (i.e. overnight parking, remote lots):
34. Traffic controls (i.e. one way, signing):
35. Shuttle service (type, when and where used):
36. Will any road closures be needed? (where and how long):

SAFETY/COMMUNICATIONS/MEDICAL

37. Attach Medical Plan and include the following:
 - Access for emergency vehicles (i.e. ambulance, helicopter landing zones)
 - Number and location of first aid stations
 - Names and qualifications of any medical staffing
 - List of emergency phone numbers and local hospitals/clinics
38. Describe communications type and number of equipment used:
39. Specify safety closures for high risk areas and protection of spectators (i.e. barriers, closures, restricted areas):

ADVERTISING

40. Description of event advertising (i.e. flyers, radio, TV, magazines, internet):
41. Target audiences (i.e. local regional, national, limited membership):
42. Planned filming (i.e. land, air, water):
43. What is the reason for filming (i.e. advertising, promotion):
44. Type of advertising proposed for the event (i.e. banners, signs, posters, commercial vehicles):

CLEANUP

45. Time frame to remove all facilities and garbage after the event (including removal of signs, advertising flagging, route markers):

46. Garbage collection site location (landfill or transfer station):

47. Mitigation plan to rehabilitate resource damage (i.e. closures, revegetation):

48. Time frame to complete mitigation: 2 days