

**INSTITUTIONAL OUTFITTER TEMPORARY  
SPECIAL USE PERMIT  
APPLICATION AND OPERATING PLAN**

**PERMIT HOLDER INFORMATION:**

Name of Organization and Main Contact Person:	
Address (Mailing &/or Physical):	
E-mail address and organization webpage:	
Phone # and Fax #:	

**PRIMARY FIELD CONTACT PERSON INFORMATION: (Complete only if different than permit holder)**

Name:	
Phone number(s):	

**GENERAL DESCRIPTION OF THE TRIP AND PURPOSE OF THE TRIP:**

Vehicle Parking:	
Camping Areas:	
Any other activities while on the National Forest, where, and when?:	

**TRIP ITINERARY:**

Proposed dates of the trip:	
Proposed launch times: (Per the Snake River Management Plan, each institution will be allowed no more than 2 launches/day with no more than 4 rafts or 12 solo boats or 6 tandem boats per launch.)	
River Access point where the proposed trip will begin:	
River Access point where the proposed trip will end:	
Total number of people in the group who will participate in boating on the Snake River?	
Other than this trip, how many trips has this group taken this year on the Snake River?	
How many trips has this group taken on the Snake River in previous years?	

**SPECIAL CONSIDERATIONS: (description of group, special needs, etc.)**

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**GUIDE QUALIFICATIONS: Please send copies of certifications with this application.**

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Guide Name	CPR Certification Expiration Date	1st Aid Certification Expiration Date

**EQUIPMENT:**

List all vehicles, boats, trailers, and buses that will be used for the trip, including make, model, year and color of each:

List any other special equipment to be used on the trip:

**SAFETY:**

What specific safety precautions have you made in the event of a medical emergency? (i.e. First aid stations, radios, cell phones, EMT's on site, emergency contacts, etc.)

What specific safety precautions have you made in the event of a river emergency? (i.e. flipped or wrapped raft, missing person, etc.)

**Accident Reporting:** In the case of human death, the County Sheriff and the Forest Service shall be notified immediately. An accident report will be filed with a Forest Officer for any accident involving serious human injury or property damage in excess of \$250 in connection with the permitted operation.

Lincoln County Sheriff Afton, Wyoming (307) 886-5231	Teton County Sheriff Jackson, Wyoming (307) 733-2331
Jackson Ranger District Supervisors Office Forest/Park Dispatch	(307) 739-5400 (307) 739-5500 Emergency only (307) 739-3630

Forest Service River Ranger Crew has radio access and can usually be found at West Table and Sheep Gulch boat ramps during high use days.

**First Aid:** One first aid kit adequate to treat on-river emergencies is required per every five boats or trip. This kit should include equipment to deal with all types of trauma, broken bones, stings, bites, and resuscitation. A basic first aid kit will be carried as a minimum supply in each vehicle, and at each overnight camp. Refer to the Snake River Administrative Decisions contained in Appendix A for specific guide certification requirements. Training in use of Automatic External Defibrillators (AEDs) is highly recommended.

**Client Instruction:** No one will be permitted to participate in any activity until he or she has received proper and adequate instruction in the operation of associated equipment and what to do in the event of an accident.

**Minimum Equipment:** The permittee will ensure all members of each group are equipped and properly clothed for said activity prior to each trip.

**PARTICIPANTS:**

Number of participants expected?	
Amount of fees paid by participants for	
Trip funding sources provided by organization?:	

What do the fees (or tuition) pay for?: Check All That Apply

Transportation	
Salary for leaders/staff/guide	
Insurance	
Financing other trip	
Meals/Food	
Camping Fees	
Supplies	
Operating Costs (rent, phone, utilities, etc.)	
Other (please specify)	

If this trip is being offered through an educational institution, will credit be given for participation in the experience?

**Provisions for Protecting the Resource: (sanitation, no-trace techniques, etc.)**

**Sanitation:**  
a. Existing toilet facilities will be used to dispose of human waste whenever possible. Otherwise proper minimum impact techniques will be used.  
b. All garbage and refuse of any kind must be hauled and properly disposed of off National Forest Lands by the permittee. The areas authorized for use must be left in the same condition as it was prior to the authorized activities. The permittee shall be liable for any damages to property of the United States resulting from the activities authorized in this permit.

**Wildlife:** Wildlife are under stress when encountering humans. Any activity which adds to that stress will not be tolerated. If activities of the group cause noticeable disturbances to the animals, please leave the area.

**ADDITIONAL DETAILS:**

**INSURANCE: We will need to review your liability insurance policy prior to issuing a permit. The requirements outlined on the following pages need to be met in order to issue a permit. See the requirements below and fax information to: 1-307-739-5450**

**TO DELIVER BY E-MAIL, PRESS "SUBMIT BY EMAIL" BELOW:  
(YOUR E-MAIL BROWSER WILL AUTOMATICALLY OPEN UP AND YOU MUST SEND THE E-MAIL MESSAGE FOR YOUR APPLICATION TO BE DELIVERED.)**

**TO SEND APPLICATION VIA POST OFFICE OR FAX, PRESS "PRINT FORM" AND SEND TO:**  
  
**Jackson Ranger District  
Attention: River Permits Office  
P.O. Box 1689  
Jackson, WY 83001  
Phone: 307-739-5400  
Fax: 307-739-5450**

**INSURANCE REQUIREMENTS**

The Special Use Permit requires the Permittee to indemnify the United States against any liability for damage to life or property arising from the occupancy or use of National Forest System Lands. The Permit requires the Permittee to have the insurance company name the United States Government (Forest Service) as an additionally insured party. Also, the Certificate of Insurance and the insurance policy shall contain a specific provision to the effect that the policy shall not be cancelled or the provisions changed or deleted before thirty (30) days written notification by the insurance company to the U.S. Government, c/o USDA Forest Service.

A Certificate of Insurance must be presented to the Forest Service before a Special Use Permit will be issued. For long-term or high risk projects the Authorized Officer may require that a copy of the actual insurance policy be furnished before the permit is issued. The following acceptable additional insured clause shall be shown in verbatim on the face of the Certificate of Insurance or Binder and, as a clause or an endorsement in the insurance policy:

**"It is understood and agreed that the United States Government is additional insured solely as respects liability arising from operations of the named insured."**

In addition, the following 30 day clause is also mandatory and shall be shown in verbatim on the Certificate of Insurance as well as in the insurance policy:  
**"It is understood and agreed that the coverage provided under this policy will not be changed or its provisions changed or deleted before thirty (30) days written notice to the United States Government, U.S. Department of Agriculture, District Ranger, Teton Division, Bridger-Teton National Forest, 25 Rosencrans Lane, P.O. Box 1689, Jackson, WY 83001."**

The certificate holder must read United States Government, c/o USDA Forest Service, Bridger-Teton National Forest.

If these clauses are not on the Certificate of Insurance in verbatim, and are not in the insurance policy or on an endorsement as stated above, a Special Use Permit will not be issued.

The amount of insurance required will depend on the degree of risk involved. The Forest

Representative administering the special use permit will inform the prospective permittee of the required liability coverage necessary, such as: (coverages shown are minimums)

\$10,000 Property Damage,

\$100,000 Death or Injury to One Individual, and

\$300,000 Death or Injury to more than One Individual (\$1,000,000 for scenic/whitewater and related businesses)

\$300,000 Combined Single Limit (CSL) (\$1,000,000 for scenic/whitewater and related businesses)