



## DESCHUTES AND OCHOCO NATIONAL FORESTS

### RECREATION EVENT SPECIAL USE PERMITS

# FAQS

#### **What qualifies as a Recreation Event?**

A recreation event is any temporary event, such as race, run, ride, or tournament, which is organized, using National Forest lands and facilities, and which an entrance fee is required 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.

Additionally, 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 at least 90 days in advance of the event. Previously held events will need to submit these documents at least 60 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 U.S. 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.



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#### **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. At this time, that amount is 105 dollars. 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 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?**

Yes, there are some specific Forest restrictions and other state or local government agency requirements.

**Forest Restrictions:** Due of resource concerns and conditions, existing recreation event load, and high public use, the Forests have imposed a number of restrictions on new recreation events. The list below provides some examples of common resource concerns but is not an exhaustive list:

##### *Deschutes and Ochoco National Forests:*

- Events proposed on holidays and holiday weekends from Memorial Day to Labor Day will be evaluated on a case-by-case basis. Events that are proposed for high use areas may not be approved.

##### *Deschutes National Forest:*

- Trail rides and races involving bikes and horses are discouraged between July and mid-September due to dry trail conditions. Events on roads may be acceptable.
- Events proposed on the Deschutes River trail from Meadow Camp to Benham Falls will be discouraged due to high public use. The Upper Deschutes Wild and Scenic River management plan limits event numbers, including participants, promoters, and guests, to 150 people within the river corridor from Wickiup dam north to the Forest boundary.
- The Newberry National Volcanic Monument management plan requires any proposed events to be in keeping with the purposes of that the Monument was established.



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**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 Deschutes and Ochoco National Forests have 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.

#### **Who Do I Contact to get a more Information on Recreation Event Special Use permits?**

For more information on recreation event Special Use permits, please contact the District Special Use Permit Administrator at the following locations.

##### ***Deschutes National Forest:***

- Bend/Fort Rock District – (541) 383-4000
- Crescent District – (541) 433-3200
- Sisters District – (541) 549-7700

##### ***Ochoco National Forest and Crooked River National Grassland:***

- Entire Forest and Grassland – (541) 416-6500

#### **Resource Links**

General information regarding Special Use permits on the Deschutes and Ochoco National Forest as well as the Crooked River National Grassland 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>