



RECREATION EVENT SPECIAL USE PERMITS

Frequently Asked Questions

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 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. 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.