



## ***Applying for a Recreation Event & Race Permit***

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**Beginning April 1, 2025, only applications from previously authorized permit holders in good standing will be accepted for previously authorized uses. Eligible applicants must provide a copy of the most recent authorization with their application.**

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***You may apply during designated Open-Seasons only.***

- Applications are accepted at the following Ranger District Offices between **October 1<sup>st</sup>-31<sup>st</sup>**
    - Pleasant Grove Ranger District
    - Spanish Fork Ranger District
    - Evanston-Mountain View District—***Winter and Spring Events Only***
    - Ogden Ranger District—***Winter and Spring Events Only***
    - Logan Ranger District—***Winter and Spring Events Only***
  
  - Applications are accepted at the following Ranger District Offices between **March 1<sup>st</sup>-31<sup>st</sup>**
    - Salt Lake Ranger District—***No Events on Holiday Weekends***
    - Heber-Kamas Ranger District
    - Ogden Ranger District—***Summer and Fall Events Only***
    - Evanston-Mountain View District—***Summer and Fall Events Only***
    - Logan Ranger District—***Summer and Fall Events Only***
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## How to Apply

1. Complete and submit your [Special Use Permit Application](#) during the designated open season along with **all of the following required documentation**:

Detailed Map pinpointing your proposed areas & trailhead locations. Map requirements and resources [here](#).

Certificate of Insurance: 1 page certificate, not the entire policy. Insurance requirements [here](#).

Operating Plan: thoroughly complete [template](#) in the Special Use Permit Application. Applicant may submit additional operating plan information as attachments to this application.

Copy of the applicant's most recent authorization held with the Uinta-Wasatch-Cache National Forest. Authorizations from other Forests will not be accepted.

Business License or Certificate of Good Standing.

2. If you have questions about the application process or to discuss your proposal, contact the correct [Ranger District Permit Administrator](#). **Applications are not complete unless accompanied by all supporting documents.** You can view an interactive map with District boundaries [here](#).
3. Completed application forms, along with all supporting documents, may be submitted via email or post to the [Ranger District Permit Administrator](#). **Digital signatures will not be accepted; applications must be signed in ink.**

## Insurance Requirements

- **One (1) Million General Liability is required, submitted on ACCORD 25 2010/05 form. If aircraft is involved, the Minimum Coverage Amount is \$5 million.**
  - The Certificate of Insurance and the Insurance Policy Endorsement **must** include the following language for the additionally insured:  
**“It is understood and agreed that the United States Government is additionally insured solely as respects liability arising from operations of the name insured.”**
  - The certificate AND the endorsement page must be submitted to the District Office **as the certificate holder**, either with the permit request or immediately upon approval of the request and before activities commence.
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## Maps

- Maps must show all proposed areas & trailhead locations.
  - A PDF map must be submitted with each application; KMZs or shapefiles may be required on a case-by-case basis.
  - You can create and print your map to .pdf to include with your application [here](#) or [here](#).
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## Fees

- Land use rental fees are 5% of adjusted gross receipts for one-time events and 3% of adjusted gross receipts for multiple events under one permit. Adjusted gross receipts is the gross revenue less the cost to the holder of the prizes awarded. Only those prizes which are paid for by the permit holder, or come from entry fee costs can be deducted. Donated prizes cannot be deducted.
- [Final Fee Worksheet](#) is due to the District Office within **14 days** after the conclusion of the event/race.

Auth ID: \_\_\_\_\_  
Contact ID: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

FS-2700-3c (09/2020)  
OMB No. 0596-0082

USDA, Forest Service  <b>SPECIAL-USE APPLICATION &amp; PERMIT FOR RECREATION EVENTS</b> (Ref.: 36 CFR 251)  Authority: Federal Lands Recreation Enhancement Act, 16 U.S.C. 6802(h)	FOREST SERVICE USE TYPE 149		
	DATE RECEIVED	ISSUE DATE	EXPIRATION DATE
	_____	_____	_____
	REG. / FOR. / DIST.	AUTH. ID.	STATE / COUNTY
_____	_____	_____	

**PART I - APPLICATION**

**1. APPLICANT INFORMATION:**

Name of Group: \_\_\_\_\_ Applicant's Agent: \_\_\_\_\_  
Name of Contact: \_\_\_\_\_ Agent's Address: \_\_\_\_\_  
Address: \_\_\_\_\_ Agent's Phone:(\_\_\_\_) \_\_\_\_ - \_\_\_\_  
Phone:(\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax Number:(\_\_\_\_) \_\_\_\_ - \_\_\_\_  
E-mail Address: \_\_\_\_\_ Corporate Tax ID or SSN: \_\_\_\_\_

**IF AN OPERATING PLAN IS REQUIRED, SIGN APPLICATION AND STOP HERE. OTHERWISE, COMPLETE ITEMS 2 THROUGH 7.**

**2. DESCRIPTION OF PROPOSED ACTIVITY:**

**3. LOCATION & DESCRIPTION OF NATIONAL FOREST SYSTEM LANDS & FACILITIES APPLICANT WOULD LIKE TO USE (INCLUDE MAP):**

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

Participants: \_\_\_\_\_ Spectators: \_\_\_\_\_

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

Start: \_\_\_\_\_ End: \_\_\_\_\_  
Date Time Date Time

**6. ESTIMATED REVENUE COLLECTED FOR EVENT:**

Amount: \_\_\_\_\_ Type of Fees: \_\_\_\_\_  
(Include event charges, vendor fees, discounts, sponsorship related fees, gratuities)

**7. NAME OF PERSON(S) WHO WILL SIGN A SPECIAL-USE AUTHORIZATION ON BEHALF OF THE EVENT:**

**I hereby acknowledge that is an application only, and that the use and occupancy of National Forest System lands is not authorized until an authorization is signed and issued by an authorized officer.**

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ 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 be more than \$10,000 or imprisoned not more than five years, or both.

## EXHIBIT A

# OPERATING 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 clauses 5 and 16 of the Special-Use Application and Permit for Recreation Events (FS-2700-3c), if the proposal is accepted and the application is approved.

1. On site agent:  
Name: \_\_\_\_\_ Day phone: \_\_\_\_\_  
Evening phone: \_\_\_\_\_  
Position/Role: \_\_\_\_\_ E-mail: \_\_\_\_\_
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: \_\_\_\_\_
10. After hour activities for multiple-day events (music, food, etc.): \_\_\_\_\_
11. Notification of adjacent permit holders or landowners: Yes \_\_\_ No \_\_\_  
List of contacts: \_\_\_\_\_
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? Yes\_\_\_ No\_\_\_
  
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? Yes\_\_\_ No\_\_\_
26. Insurance coverage for alcohol: Yes\_\_\_ No\_\_\_  
**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**

All advertisements must include acknowledgment that the event is located on the National Forest.

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:

## **FEES**

Land use rental fees are 5% of adjusted gross receipts for onetime events and 3% of adjusted gross receipts for multiple events under one permit. Adjusted gross receipts is the gross revenue less the cost to the holder of the permit of prizes awarded. Only those prizes which are paid for by the holder or come from the entry fee costs can be deducted. Donated prizes cannot be deducted.

# FINAL FEE WORKSHEET

## FINANCIAL STATEMENT FOR RECREATION EVENT

PERMIT HOLDER: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

<b>A.</b>	Number of participants in event (attach breakdown by type): Number of estimated spectators:	
<b>B.</b>	Total receipts collected from participants, <i>Attach a breakdown by type and list of any discounts given.</i>	\$

C.	<u>Type of Concession:</u>	<u>Sponsor:</u>	<u>Gross Receipts:</u>
a.			\$
b.			\$
c.			\$
			<b>C: Total \$</b>

**D.** Did the event have one or more commercial sponsors? NO \_\_\_\_\_ YES \_\_\_\_\_  
If yes, list below.

	<u>Sponsorship</u>	<u>Amount Sponsored</u>
a.		\$
b.		\$
c.		\$
		<b>D: Total \$</b>

**E.** Total of other miscellaneous income receipts (please list sources below, include gratuities):

a.		\$
b.		\$
c.		\$
		<b>E: Total \$</b>

**F.** Cost of prizes

\*Only those prizes which are *paid for by the holder or come from the entry fee cost* can be deducted. **Donated prizes cannot be deducted.** Prizes **do not include** anything that is given to all contestants forentering Prizes are won by contestants.

a.		\$
b.		\$
c.		\$
		<b>F: Total \$</b>

Calculation:

$$B+C+D+E-F = \text{_____} \times .03 \text{ or } \text{_____} \times .05 = \$ \text{_____} \text{ minus } \$ \text{_____} \text{ (prepaid fees)}$$

**Total Fees Due: \$ \_\_\_\_\_**

This amount will be verified by an authorized officer and a Bill for Collection for amounts due will be sent to you for payment.

*\*Attach the event flyer, with participant entry fees charged, vendor fees, sponsorship information and receipt for prizes purchased.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **District Office Contact Information**

### **1. Salt Lake Ranger District**

Phone: 801-733-2660

Contact: Stephen Gardner, [stephen.gardner@usda.gov](mailto:stephen.gardner@usda.gov)

### **2. Pleasant Grove Ranger District**

Desk: 801-794-6768

Cell: 385-539-8614

Contact: Joshua Bernhard, [joshua.bernhard@usda.gov](mailto:joshua.bernhard@usda.gov)

### **3. Spanish Fork Ranger District**

Desk: 801-794-6768

Cell: 385-539-8614

Contact: Joshua Bernhard, [joshua.bernhard@usda.gov](mailto:joshua.bernhard@usda.gov)

### **4. Heber-Kamas Ranger District**

Phone: 435-352-0479

Contact: Polly Bergseng, [pollyanna.bergseng@usda.gov](mailto:pollyanna.bergseng@usda.gov)

### **5. Ogden Ranger District**

Phone: 435-515-7080

Contact: Anna Roghaar, [anna.roghaar@usda.gov](mailto:anna.roghaar@usda.gov)

### **6. Logan Ranger District**

Phone: 435-515-7080

Contact: Anna Roghaar, [anna.roghaar@usda.gov](mailto:anna.roghaar@usda.gov)

### **7. Evanston-Mountain View Ranger District**

Phone: 307-783-3963

Contact: Brandon Flyr, [brandon.flyr@usda.gov](mailto:brandon.flyr@usda.gov)

### **8. Forest Headquarters**

Phone: 385-321-9805

Contact: Shannon Sawaya, [shannon.sawaya@usda.gov](mailto:shannon.sawaya@usda.gov)

