

USDA, Forest Service, Coronado National Forest

SPECIAL-USE APPLICATION FOR RECREATION EVENTS

(Ref.: 36 CFR 251)

Authority: Federal Lands Recreation Enhancement
Act, 16 U.S.C. 6802(h)

PART I – APPLICATION

1. APPLICANT INFORMATION:

Name of Group	
Name of Contact	
Name of Event	
Address	
Phone	
Email	

Applicants Agent	
Address	
Phone	
Email	

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 (PLEASE INCLUDE A MAP):**

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

Participants	
Spectators	

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

Start Time		End Time	
Date		Date	

6. ESTIMATED REVENUE COLLECTED FOR EVENT:**(Include event charges, vendor fees, discounts, sponsorship related fees, gratuities)**

Amount	
Type of Fee	

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

I hereby acknowledge that this 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:** _____

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EXHIBIT
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.

On Site Agent Name:	
Phone:	
Email:	
Dates of Event:	

Description of event:	
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Location of Event (attach map, with route details, or stations):

Number of acres needed:	
Planned Number of Participants:	
Maximum Number:	
Planned Number of Spectators:	
Maximum Number:	
Duration of event (include pre/post event set-up days):	
Overnight areas needed: Yes <u> </u> No <u> </u> If yes, describe:	

After hour activities for multiple-day events (music, food, etc.):	
Notification of adjacent permit holders or landowners: Yes _____ No _____ List of contacts:	
List other permits required and coordination or cooperating agreements (attach copies):	

FACILITIES

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

VENDORS

Will food or beverages be provided? Yes _____ No _____	
Included in price? Yes _____ No _____	
Agreements with vendors or caterers: Yes _____ No _____	

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

PARKING AND VEHICLES

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

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

SAFETY/COMMUNICATIONS/MEDICAL

Attach Medical Plan and include the following: 1. Access for emergency vehicles (i.e. ambulance, helicopter landing zones) 2. Number and location of first aid stations 3. Names and qualifications of any medical staffing 4. List of emergency phone numbers and local hospitals/clinics	
Describe communications type and number of equipment used:	
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.

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

CLEANUP

Time frame to remove all facilities and garbage after the event (including removal of signs,)	
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advertising flagging, route markers):	
Garbage collection site location (landfill or transfer station):	
Mitigation plan to rehabilitate resource damage (i.e. closures, revegetation):	
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 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.