Applying for a Recreation Event & Race Permit

You may apply during designated Open-Seasons only.

- Applications are accepted at the following Ranger District Offices between October 1st-31st:
  - 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 1st-31st:
  - Salt Lake Ranger District
  - Heber-Kamas Ranger District
  - Logan Ranger District—Summer and Fall Events Only
  - Ogden Ranger District—Summer and Fall Events Only
  - Evanston-Mountain View District—Summer and Fall Events Only

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**How to Apply**

1. Contact the correct District Permit Administrator to discuss your proposal. You can view an interactive map with District boundaries here.

2. 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. You can create and print your map to .pdf to include with your application [here](#) or [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.

• **Client Acknowledgment of Risk** form: see template [here](#).
  
  o Permit holders may not require clients to waive liability for injury or death as a result of the permit holders negligence.

  o Copy of a current Business License.

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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.

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**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 show the “United States” (not “US Forest Service”) as additionally insured. The certificate AND the endorsement page must be submitted to the District Office either with the permit request or immediately upon approval of the request, before activities commence.

• The following clause must also appear on the face of the certificate and on the endorsement page of the certificate:

  “It is understood and agreed that the United States of America is additionally insured solely as respects liability arising from operations of the name insured.”
District Office Contact Information

1. Salt Lake Ranger District Office
   Phone: 801-733-2660
   Contact: Ruth Armbruster, mary.armbruster@usda.gov

2. Pleasant Grove Ranger District Office
   Phone: 801-785-2563
   Contact: Billy Preston, billy.preston@usda.gov

3. Spanish Fork Ranger District Office
   Phone: 801-798-3571
   Contact: Billy Preston, billy.preston@usda.gov

4. Heber-Kamas Ranger District Office
   Phone: 435-783-4338
   Contact: Polly Bergseng, pollyanna.bergseng@usda.gov

5. Ogden Ranger District Office
   Phone: 970-409-8110
   Contact: Bryce Parker, bryce.parker@usda.gov

6. Logan Ranger District Office
   Phone: 970-409-8110
   Contact: Bryce Parker, bryce.parker@usda.gov

7. Evanston-Mountain View District Office
   Phone: 435-219-2491
   Contact: Kevin Klegg, kevin.klegg@usda.gov

8. Forest Headquarters (Supervisor’s Office)
   Phone: 385-271-7936
   Contact: Larry Framme, larry.framme@usda.gov
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 show the “United States” (not “US Forest Service”) as additionally insured. The certificate AND the endorsement page must be submitted to the District Office either with the permit request or immediately upon approval of the request, before activities commence.

- The following clause must also appear on the face of the certificate and on the endorsement page of the certificate:

  “It is understood and agreed that the United States of America, Uinta-Wasatch-Cache National Forest, U.S. Department of Agriculture, is additionally insured solely as respects liability arising from operations of the name insured.”

- The Certificate Holder for filming occurring on the Uinta-Wasatch-Cache National Forest is:

  “United States, USDA Uinta-Wasatch-Cache National Forest, 857 West South Jordan Parkway, South Jordan, Utah 84095-8594”
**SPECIAL-USE APPLICATION & PERMIT FOR RECREATION EVENTS**  
(Ref.: 36 CFR 251)

**USDA, Forest Service**

**FOREST SERVICE USE TYPE 149**

<table>
<thead>
<tr>
<th>DATE RECEIVED</th>
<th>ISSUE DATE</th>
<th>EXPIRATION DATE</th>
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Author: Land & Water Conservation Fund Act of September 3, 1964, 16 U.S.C. 460l-6a(c)

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<th>REG. / FOR. / DIST.</th>
<th>AUTH. ID.</th>
<th>STATE / COUNTY</th>
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**PART I - APPLICATION**

1. **APPLICANT INFORMATION:**

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

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: ______  
   Date  
   Time  
   End: ______  
   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: ______
EXHIBIT ____  
OPERATING PLAN

This 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: _______  
   Day phone: (  ) -  
   Evening phone: (  ) -  
   Fax or 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 one-time events, OR 3% of adjusted gross receipts for multiple events under one permit. Adjusted gross receipts equals the gross revenue less the cost prizes awarded if purchased by permittee. 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:** __________

This statement must be submitted to the Salt Lake Ranger District, 6944 South 3000 East, Salt Lake City, UT 84121, within thirty (30) days of the conclusion of the event.

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<thead>
<tr>
<th>A.</th>
<th>Number of participants in event (attach breakdown by type): Number of estimated spectators:</th>
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<tbody>
<tr>
<td>B.</td>
<td>Total receipts collected from participants, <em>Attach a breakdown by type and list of any discounts given.</em></td>
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<th>C.</th>
<th>Type of Concession:</th>
<th>Sponsor:</th>
<th>Gross Receipts:</th>
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C: Total $

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<tr>
<th>D.</th>
<th>Did the event have one or more commercial sponsors?</th>
<th>NO _____ YES _____</th>
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<td>If yes, please list below.</td>
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<tr>
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<th>Sponsorship</th>
<th>Amount Sponsored</th>
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<td>a.</td>
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<tr>
<td>b.</td>
<td></td>
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<tr>
<td>c.</td>
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D: Total $

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

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<tbody>
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<td>a.</td>
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<td>c.</td>
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E: Total $

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 for entering. Prizes are won by contestants.*

<table>
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<th></th>
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<tbody>
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<td>a.</td>
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<td>c.</td>
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F: Total $

Calculation:

\[ \text{X .03 or } \frac{\text{B+C+D+E-F}}{\text{X .05} = \text{minus } \text{prepaid fees}} \]

**Total Fees Due:** $_________ (Please return this sheet to the Salt Lake Ranger District)

This amount will be verified by an authorized officer and a Bill for Collection for amounts due will be sent to you for payment. *Please attach the event flyer with participant entry fees charged, vendor fees, sponsorship information and receipt for prizes purchased.*

Signature: _______________________________  Date: ________________