

USDA Forest Service Special Use Authorizations

Basic Requirements for Recreation Events

- 1) Some forests have open seasons requiring submittal of recreation event proposals at certain times. Contact your local [National Forest office](#) for additional information.
- 2) A minimum non-refundable fee of \$93.85 shall be paid before an authorization is issued. A percentage of gross revenue fees shall be collected from all group events authorized.
 - Fees for all recreation event authorizations that are approved will be based on the following formula:
 - Percentage of Gross Revenue shall be calculated at 5 percent for single events, 3% for multiple events, of the remainder of the total revenue generated by the event less the cost of prizes awarded at the event: $(\text{Total Revenue} - \text{Cost of Prizes}) \times 5\%$ (or 3% for multiple events) = Percentage of Gross Revenue Fee.
 - The percentage of gross revenue fee shall include all sources of revenue, such as entrance fees, sales of T-shirts and souvenirs, food services, and other sales. The holder shall furnish the Authorized Officer within 30 days from the end of the event a financial statement, showing (1) Total Revenue, itemized according to entrance fees, sales of T-shirts and souvenirs, food services and other sales, (2) Cost of Prizes, and (3) a certification by the holder that the financial statement is complete and accurate. The holder will be billed the amount of the percentage of gross revenue fee that exceeds the minimum nonrefundable fee.
- 3) The Holder is required to work with their insurance agent to assure that Forest Service required language is on the group's insurance certificate.
- 4) Acknowledgement of Risk Forms and Liability Waivers require review and approval by the Forest Service. Form is required with application.
- 5) The Holder shall include acknowledgement that the event is located on the National Forest System lands in all advertisements. The Holder shall display a sign or banner at the event site informing the public that the event is operating on National Forest lands under permit from the U. S. Forest Service.
- 6) The Holder is required to comply with all Federal, State, County, and Municipal Laws, Ordinances, and Regulations. Permits issued by other agencies shall be required prior to issuance of the Forest Service event permit.
- 7) The event coordinator shall be available and accessible at all times to the Forest Service Permit Administrator during the event.
- 8) The following non-discrimination statement is to be included in full, on all published materials regarding permittee operations on National Forest lands produced by the permittee for public

information, public education, or public distribution. This includes both printed material and material available on the Internet.

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD. USDA is an equal opportunity provider and employer."

And

A statement of affiliation that reads either:

"XYZ recreation provider is a permittee of the <insert National Forest name>." or "XYZ recreation provider is a partner with the <insert National Forest name>."

If the material to be provided is too small to permit the full non-discrimination statement to be included, the material will at minimum include the statement below that references both non-discrimination as well as the affiliation of operating on the National Forest. The statement shall be printed in a size no smaller than the brochure text.

"XYZ recreation provider is an equal opportunity recreation provider operating under special use permit on the <insert National Forest name>, USDA Forest Service."

- 9) Portable toilets are required at all recreation events. The Holder shall work with the permit administrator to determine the number and placement of toilets.
- 10) The Holder is required to comply with regulations and pay Forest Service and concession campground fees that are associated with their event or notify event participants that these fees and regulations are not part of the Holder's authorization.
- 11) If generators and fuel are to be used at an event, the generators and fuel shall be placed at least 100 feet from any body of water. Fuel shall be stored in approved container a minimum of 50 feet from generators. A shovel, bucket and a Type 2 Ten lb. BC dry chemical fire extinguisher shall be present a minimum of 50 feet from all internal combustion engines or fire/head sources (such as generators and BBQ grills) used by the Holder and their vendors, excluding passenger vehicles. This Holder shall place absorbent pads or other non-flammable material under all generators. No smoking shall be allowed near the generators or fuel storage areas. Each of these areas shall be posted with "No Smoking" signs. The Holder shall place absorbent pads or other non-flammable material under all generators to absorb/contain fuel leaks or spills. The holder shall dispose of pads off site.
- 12) The Holder is not allowed to serve or sell alcohol in the authorization area. The Holder shall display "No Alcohol" signs that are readable from 20' from the sign in the main event area.