



US Army Corps  
of Engineers®  
Savannah District

**APPLICATION FOR SPECIAL USE PERMIT**  
for facilities operated by lease partners



Application Date \_\_\_\_\_

**Application must be received 30 days prior to date of activity/event**

<p>1. <u>Hosting Organization:</u></p> <p>Name:</p> <p>Mailing address:</p>	<p>2. <u>Name of Activity/Event:</u></p>
<p>3. <u>Contact Person:</u></p> <p>Name:</p> <p>Mailing address:</p> <p>Phone(s):</p> <p>Email:</p> <p>Preferred method of contact:</p>	<p>4. <u>Applicant (if different from Contact Person):</u></p> <p>Name:</p> <p>Mailing address:</p> <p>Phone(s):</p> <p>Email:</p> <p>Preferred method of contact:</p>
<p>5. <u>Type of Activity/Event:</u></p>	<p>6. <u>Date(s) of Activity/Event:</u></p>
<p>7. <u>Specific Location of Activity/Event</u> (attach or submit a map of the trails or areas affected (if activity/event spans multiple areas), including any secure areas or buffer zones separating spectators from the activity/event):</p>	<p>8. <u>Time of Activity/Event</u> (specify times needed for set-up, operations, and break-down of event):</p>
<p>9. <u>Number of Participants:</u></p>	<p>10. <u>Number of Vehicles Parking:</u></p>
<p>11. <u>Number of Participating Vessels (if applicable):</u></p>	<p>12. <u>Number of Spectator and Safety Vessels (if applicable):</u></p>
<p>13. <u>Number of Additional People</u> (spectators, visitors, volunteers, etc., please specify):</p>	

14. Income from Activity/Event: Will fees, donations, or other moneys be collected from the public or participants? If so, what is the amount per participant and for what purpose will they be assessed? What is the total gross revenue expected? For what purpose(s) will the collected funds be used? Will prizes be awarded and, if so, on what basis?

15. Vendors. Will the activity/event include vendors? If so, list each individually: Note that Vendors must be approved prior to operating in conjunction with this activity/event and that vendor operation is limited to the operational hours of the activity/event and must cease at the conclusion of the event.

Vendor #1: \_\_\_\_\_ approved/disapproved

Vendor #2: \_\_\_\_\_ approved/disapproved

[add additional lines as needed]

16. Restricted access. The activity/event shall not preempt public use of all recreational resources; a majority of facilities must remain available to the general public during the activity/event. What facilities will require restriction to activity/event participants only? Describe the circumstances or conditions of the activity/event that require such restriction.

17. Traffic/Crowd Control. How will access to and from the activity/event area be controlled and how will non-participating vehicle and boat traffic be directed around or through the activity/event area? Will security measures be required for crowd or traffic control? Attach or submit a detailed plan to ensure adequate public safety.

18. Ensuring safety of participants and spectators. The Hosting Organization is responsible for providing sufficient services to ensure the health, welfare, safety, supervision and security of participants and spectators. Attach or submit a detailed plan for meeting this requirement. For example, please note whether first-aid stations, ambulances, safety vessels, or other safety measures will be required and, if so, what measures will be taken to provide the needed services and equipment.

19. Liability Insurance. Liability insurance and/or a performance bond may be required and, in such case, proof of such insurance or bond, listing the USACE as an additional insured, must be submitted to the USACE prior to the activity/event. Note: insurance is typically required in the amount of \$1 million for activities/events involving sporting events, boats, fireworks, or firearms.

20. Support Equipment. Will support equipment (buoys, temporary course markers, bleachers, traffic control devices, etc.) be required? If so, please list the equipment and when they will be set up and taken down.

21. Storage Requirements. Will there be any storage requirements needed prior to or following the activity/event? If so, please describe, including the timeframe, amount of space needed, and any special conditions.

22. Permits/Licenses. Will the activity/event require any permit, license, certification, or similar from any governmental unit or agency, including a court, or any approval from affected lease site(s)? if so, please list the permit, etc., and issuer. All such documents are to be submitted to the USACE prior to the activity/event.

23. Contingency plans: If weather or other circumstances prohibit the activity/event in the time and place originally scheduled, is there an acceptable alternate time/date/location for your activity/event? For example, for trail events, an alternative date or location may be appropriate if weather conditions on or before the activity/event prevent the responsible use of the resource. Weather may include significant precipitation on or before event, or severe weather, including high winds, which may create hazards on the trail such as downed trees.

24. Fees:

- (a) Nonrefundable Application Fee: \$75/\$150/\$300, Determined by date in which application is received prior to event. Fee is waivable if the special use is determined to be a low-impact activity/event that is not expected to have a significant impact on the use of the facility or USACE resources, as determined by the Park Operations Manager. An activity/event involving fireworks or firearms is not considered a low-impact activity/event.
- (b) Special Use Fee: In addition to the application fee, Applicant agrees to provide goods and services equal to 2% of gross profits from the event as consideration for the right to make a profit on government property; however, the Park Operations Manager may waive this fee if the hosting organization is a nonprofit entity and all such proceeds will be used in accordance with its organizational purposes. At the discretion of the Park Operations Manager, the Hosting Organization may be required to submit an accounting of the proceeds and expenses, and the disbursement thereof, within a specified time of the activity/event. This requirement is authorized under Engineer Circular 1130-2-550 dated 30 Nov 2015, section E-2, paragraph b.
- (c) General Facility Use Fee: In addition to the above, unless otherwise approved or agreed upon between the Applicant and the USACE lease partner organization, all participants are responsible for any fees, such as Day Use or Parking fees, that are charged to the general public at the facility.
- (d) Reimbursement for costs: The Hosting Organization may be required to reimburse the USACE for costs that are specifically related to the activity/event; i.e. direct and indirect personnel costs, including salaries and fringe benefits, physical overhead, vehicle costs and other indirect costs, including material and supply costs, utilities, travel and rents or imputed rents on lands, buildings and equipment. These fees may be waived by the Park Operations Manager for an activity/event that has been determined to be a low-impact activity/event for purposes of the Application Fee.

25. General Terms and Conditions. Upon issuance, permit is subject to the following conditions:

- (a) Permit Personal, Nontransferable. The Special Use Permit, once issued, is personal to, and not transferrable by, the person to whom it is granted and the hosting organization, if different, hereafter referred to as "permittee".
- (b) Permittee Assumes All Risk. The Special Use Permit is granted with no representations or warranties whatsoever regarding the premises. Further, Permittee assumes all risk of loss and agrees to hold the USACE and its employees harmless with respect to any damages to property or injuries to persons that arise from, or are incidental to, the exercise of privileges granted under the Special Use Permit. Accordingly, Permittee is advised to exercise all due diligence in inspecting the premises and in determining and understanding its condition prior to the date this application is submitted and again as circumstances or conditions warrant.

(d) Protection of Facility. Permittee shall gain permission from the USACE lease partner organization to utilize their facilities for the event. Permittee shall abide by whatever policies or restrictions the organization seeks to impose in exchange for permission to use the facility.

(g) Protection of Cultural Artifacts, Objects of Antiquity: Permittee shall not remove or disturb, or cause or permit to be removed or disturbed, any historical, archeological, architectural, or other cultural artifacts, relics, remains or objects of antiquity. In the event any such items are discovered on the premises, Permittee shall immediately notify the Park Operations Manager and protect the site and the material from further disturbance until clearance to proceed is received.

(j) Use of Personal Information: The names and addresses of those who obtain a Special Use Permit are not reported, but are kept on file at the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by any other personal identifier. Disclosure of information is voluntary. However, failure to provide the requested information will preclude issuance of a Special Use Permit. The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:

Authority: 5 U.S.C. §552a.

Purpose: To provide a contact in connection with special event activities.

Routine Uses: Special Use Permit is issued under the direction of the U. S. Army Corps of Engineers.

(k) Governing Law. This Special Use Permit and the activity/event thereby authorized shall be under the conditional approval of the Park Operations Manager and subject to Federal rules and regulations, including Title 36, Chapter III, Part 327 of the US Code of Federal Regulations, and applicable Federal, State and local regulations.

\* \* \* \* \*

Permittee affirms that all information provided above is accurate to the best of Applicant's knowledge; that application is acting as an agent of the Hosting Organization; and, that application and the Hosting Organization agree to abide and be bound by all terms and conditions set forth above, listed upon issuance of Special Use Permit, or subsequently agreed to (in writing) by the parties.

Signature of Permittee:	Date:
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DO NOT WRITE BELOW THIS LINE						
Application Status:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	<input type="checkbox"/> Incomplete information	Permit Number:		
Processing Fee	<input type="checkbox"/> \$75	<input type="checkbox"/> \$150	<input type="checkbox"/> \$300	<input type="checkbox"/> Waived		
Special Use Fee	<input type="checkbox"/> 2% of gross profits	<input type="checkbox"/> In-kind services and donations (description)		<input type="checkbox"/> Waived		
Chief Ranger Approval:				Date:		
Park Operations Manager Approval:				Date:		