



DEPARTMENT OF THE ARMY

LAKE MENDOCINO/COYOTE DAM
CORPS OF ENGINEERS
1160 LAKE MENDOCINO DRIVE
UKIAH, CALIFORNIA 95482-9404

Dear Applicant,

Enclosed you will find a Special Use Permit Application package. Please complete the application and return it with a check for \$50, your Certificate of Insurance, and the signed Special Use Permit Requirements page to me as soon as possible but no later than two weeks before your event. You will also need to reserve the Day-Use Area picnic shelter you would like to use by calling 1-877-444-6777 or on the Internet at www.recreation.gov.

We look forward to having your group visit us. If you have any questions, feel free to contact me at (707) 467-4265.

Sincerely,

Michele Collett

Michele Collett
Special Use Permit Coordinator

Lake Mendocino Special Use Permit Application Instructions

1. In addition to the Special Use Permit Application, the applicant is responsible for reserving the requested location(s) through National Recreation Reservation Service (NRRS) and paying all associated reservation and public use fees. NRRS can be contacted by phone at 1-877-444-6777 or on the Internet at www.recreation.gov.
2. Be sure to fill out both sides of the application. Use additional pieces of paper if needed. If you have any questions during the process contact the Special Use Permit Coordinator.
3. **Be sure to sign and date the Application and Applicant Agreement before returning it to the US Army Corps of Engineers.**
4. Special Use Permits are available on a first come first served basis. If there is a possibility of two permits for the same location, the first completed application received in our office will receive priority in the permit process.
5. All necessary forms and certificates must be received in our office a minimum of two (2) weeks prior to the event. Lack of required paperwork may result in a rejected special use permit application. A complete package will consist of the completed application, signed applicant agreement, and certificate of insurance.
6. If you are recognized by the Federal government as a 501(c)3 non-profit organization, include a copy of your certification with your application.
7. For the Group Representative and the Alternate Contact Person be sure to fill in as much information as possible. List as many phone numbers as possible to allow us to contact you quickly. This will keep your application moving smoothly through the process.
8. When describing your event, be as thorough as possible.
9. Insurance requirements: The policy must list the Corps of Engineers, its agents, employees and officers as additional insured.
Motorized events: \$1,000,000 public liability and \$5,000/ \$10,000 property damage
Non-motorized events: \$100,000 public liability and \$5,000/ \$10,000 property damage.
10. Insurance requirements for groups of 49 people or less will be evaluated on a case-by-case basis. The US Army Corps of Engineers reserves the right to increase the amount of required insurance with due and timely notice to the applicant. **Whenever possible, please include a copy of the insurance policy with the Special Use Permit Application.**

11. Enclose a \$50 non-refundable application fee in the form of a check, money order, or cashier's check. If you have included a copy of your 501(c)3 certification, this is not necessary. **DO NOT SEND CASH. Make checks payable to: National Recreation Reservation Service (NRRS).** Please do not staple the check to the application.
12. Additional Special Event Fees and specific Special Use Requirements may be necessary and will be determined by the Park Manager. Applicants will be notified in writing prior to application approval as to the amount and nature of these requirements.
13. The US Army Corps of Engineers reserves the right to collect 2% of gross profits from all for-profit events.
14. Mail application and application fee to: Corps of Engineers - Lake Mendocino
ATTN: Special Use Permits
1160 Lake Mendocino Drive
Ukiah, CA 95482
707-462-7581
15. Successful applicants will be notified in writing within one week of final permit approval.

Lake Mendocino Special Use Permit Application

**** Be sure to fill out both sides of the application**

1. Group Name:

2. Proposed Activity/Event:

3. Group Representative: (Name, Address)

Phone Numbers: Home: _____
 Office: _____
 Fax: _____
 Cell: _____

4. Alternate Contact Person: (Name, Address)

Phone Numbers: Home: _____
 Office: _____
 Fax: _____
 Cell: _____

5. Proposed Date of Event:

6. Proposed Area for Event:

7. Estimated Number of Participants:

8. Estimated Number of Spectators:

9. Description of Event:

10. Fee to Participate? Yes No
 How Much: _____

12. Spectator/Parking Fee? Yes No
 How Much: _____

11. Event Setup Begins at: _____
 Event Starting Time: _____
 Event Closing Time: _____
 Clean Up Completed By: _____

13. Are you certified as a 501(c)3 non-profit? Yes No If yes, include a copy of your certification.

14. Insurance Company: (Name, address, phone, amount of coverage)

15. Signature and Title of Group Representative:

16. Date:

17. Mail Application To: Corps of Engineers
 ATTN: Special Use Permits *Remember to enclose \$50 Application Fee
 1160 Lake Mendocino Drive
 Ukiah, CA 95482

For Use by Corps of Engineers

18. Approval: Approved Disapproved Conditional Approval

19. Signature and Title of Approving Authority:

20. Date:

21-. Charge for Event:

Event Logistics

Use additional pages if necessary

Will the event involve vendors? Yes No

If “yes” list each individually.

How will access to and from the event area be controlled and non-participating vehicle and boat traffic be directed around or through the event area?

Are existing sanitary facilities adequate to accommodate expected crowds? Yes No

If “no” what measures will you take to provide necessary facilities?

Will additional security measures be required for crowd or traffic control? Yes No

If “yes” what measures will be taken to ensure adequate public safety?

Will buoys, temporary course markers, or lake traffic control measures be required? Yes No

If “yes” list requirements, including requested assistance from park staff.

List additional requests or special needs here.

Lake Mendocino Special Use Permit Applicant Agreement

Sign and return original copy to Special Use Permit Coordinator – Lake Mendocino.

The undersigned agrees to the following regulations and requirements.

1. A representative of the sponsoring organization will meet with the Park Manager and/or the Special Use Permit Coordinator at least five (5) days prior to the event to coordinate all activities.
2. The person this permit is issued to (hereafter referred to as the “permit holder”) will be held responsible for the conduct and actions of all members of the organization and all individuals participating in the activity.
3. The permit holder will furnish to the Special Use Permit Coordinator, at least two (2) weeks prior to the event, a copy of an insurance policy naming the Corps of Engineers, its agents, employees and officers as additional insured.
4. Signs:
 - a. Special event signs, banners, balloons, streamers, or similar items will **NOT** be placed on park signs or sign posts, trees, fences, or other facilities. **ANY SIGNS PLACED ON CORPS FACILITIES WILL BE REMOVED.** If this occurs, the incident will be noted in your permit file and you may be charged a minimum of \$50 per incident.
 - b. Signs can be attached to wooden stakes provided by the permit holder.
 - c. All necessary road signs and markers will be furnished by the permit holder. Road markers must be non-toxic, non-permanent, and biodegradable. Wording, size and site location of all signs and markers must have the Park Manager’s approval.
 - d. No signs or markers are to be erected prior to 24 hours before the activity, without prior written permission, and all such items shall be removed no later than 10:00 AM of the following day.
 - e. All items, including signs and personal effects, will be removed by the permit holder before leaving designated day-use areas (Joe Riley, Overlook, Pomo A-B-C, Oak Grove, and Mesa).
5. Quiet hours from 10:00 pm to 6:00 am will be observed. All activities will cease at or before this time. If a designated Day Use area is used, all participants will be required to leave the area before dark.

6. The permitted site will be fully restored to prior conditions by the permit holder within the timeframe specified by the Park Manager. The permit holder, to cover potential damages and maintenance costs, may provide a performance bond.
7. The Park Manager, Special Use Permit Coordinator, or any available Park Ranger must be notified immediately of all injuries and accidents occurring during any Special Use event.
8. If required by the Park Manager, the permit holder must provide approved standby fire fighting personnel/equipment. All equipment must be inspected by the California Department of Forestry or the Park Manager 24 hours prior to the event.
9. Private use of public lands will not preempt public use of project recreational resources.
10. The permit request must be in accordance with applicable Federal, State, and local laws.
11. The United States Government, and its representatives, are not responsible for damage to property or injury to persons attending or participating in the event. The permit holder will be responsible for the health and safety requirements of all participants and attendees.
12. Admission to the event must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, creed, sex or national origin in conducting activities.
13. No soliciting or vending will be permitted without written permission from the District Engineer or in accordance with the terms of the lease, license or concession contract.
14. The right to charge for an event is based on the sponsor providing parking assistance, adequate policing for crowd supervision and control, and other services required for the health and welfare of the visitor and participant. The sponsoring agency must meet bonding, insurance, and other requirements unique to the local area.
15. No costs shall accrue to the United States Government, or its representatives.

Additional specific Special Use Permit Requirements will be determined on a case-by-case basis (if necessary).

Signature

Date