

Lake Mendocino Special Use Permit Application Instructions

1. Be sure to fill out the entire application and sign and date both the Application and Applicant Agreement before returning it to the US Army Corps of Engineers (USACE). When describing your event, be as thorough as possible. Use additional pieces of paper if needed. Special Activity fees range from \$0-\$25. Special Event fees start at \$75. If you have any questions during the process contact the project office at (707) 467-4200 and ask for the Special Use Permit Coordinator.
2. In addition to the Special Use Permit Application, the applicant is responsible for reserving the requested location(s) through Recreation One Stop (R1S) and paying all associated reservation and public use fees, if applicable. R1S can be contacted by phone at 1-877-444-6777 or on the internet at www.recreation.gov.
3. If you are recognized by the Federal government as a 501(c)3 non-profit organization, include your EIN number or a copy of your certification with your application. You may qualify to have a portion of your Special Use Permit fees waived.
4. Special Use Permits are available on a first come, first served basis. If multiple permits request the same day and 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 application. A complete package consists of the completed application and signed applicant agreement, as well as, payment and certificate of insurance, if applicable.
6. Liability insurance, obtained by the Special Use Permit applicant, that names the United States Government as additional insured in the minimum amount of **\$1,000,000** is required for all Activities/Events that include motorized vehicles, mechanical devices, or other high-risk activity beyond normal recreation at the discretion of the Operations Project Manager. USACE reserves the right to increase the amount of required insurance with due and timely notice to the applicant.
7. Additional fees and requirements may be necessary and will be determined by the Operations Project Manager. Applicants will be notified in writing prior to application approval as to the amount and nature of these requirements. USACE reserves the right to collect 2% of gross revenues from all for-profit events.
8. Email the Special Use Coordinator the completed application package (contact the project office to obtain the email address). Or, mail application package to:

Corps of Engineers - Lake Mendocino
ATTN: Special Use Permits
1160 Lake Mendocino Drive
Ukiah, CA 95482

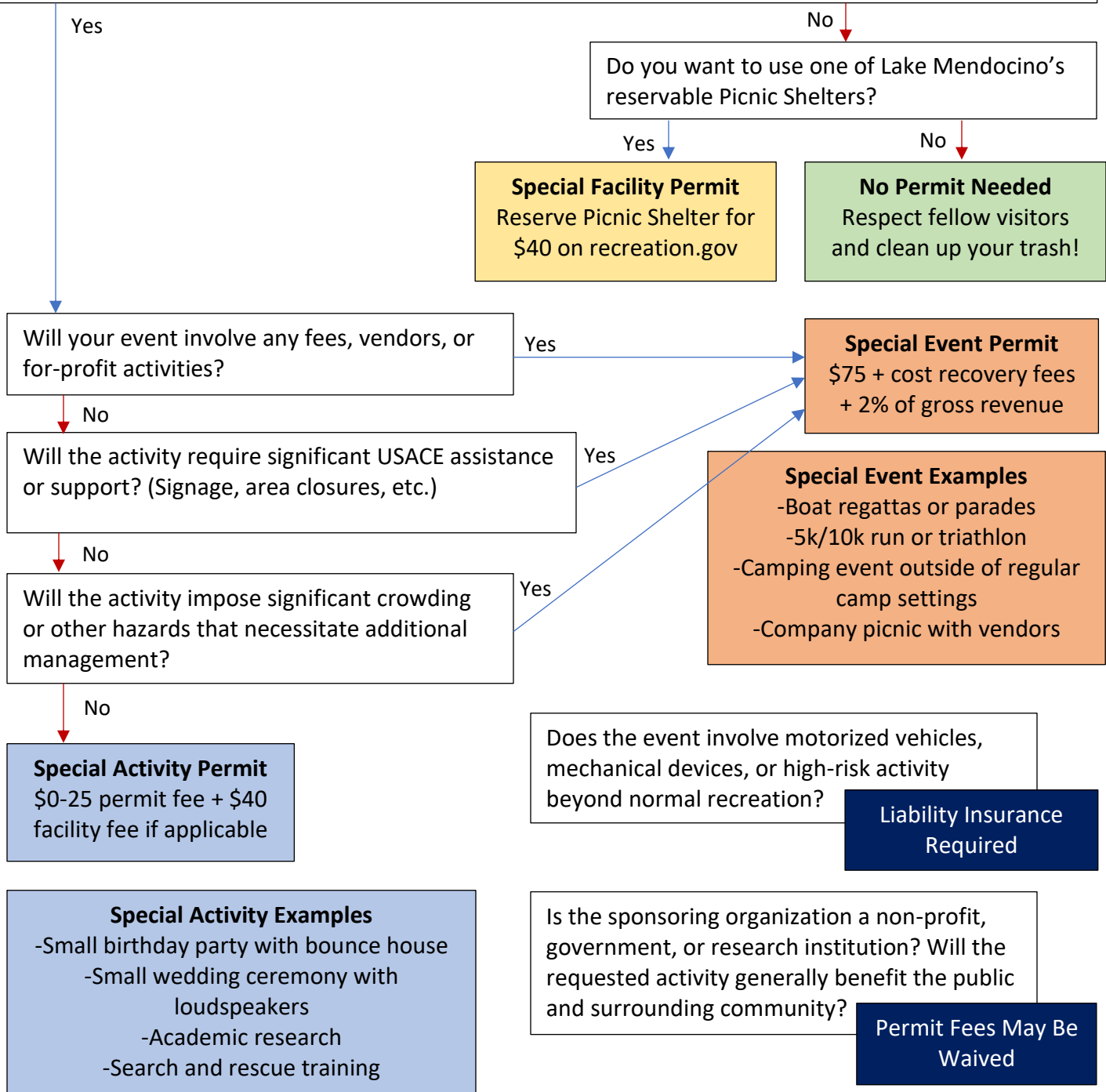
Lake Mendocino Special Use Permit Permit Type Help Sheet

Will your event involve greater than 50 people, mechanical devices, amplified sound, portable structures, or any high-risk activity beyond normal recreation? Do you need access to restricted areas or USACE support?

Mechanical device examples: Bounce houses, bikes, motorcycles, etc.

Amplified sound examples: Loudspeakers, live music or DJ's, etc. Small speakers are exempt given the volume is kept at a reasonable level.

Portable structure examples: Stages, gazebos, large tents/coverings, etc.



PLEASE NOTE: Not every scenario is covered on this help document. Call Lake Mendocino's project office at (707) 467-4200 and ask for the Special Use Coordinator to ensure you acquire the appropriate permit for your event/activity.

Lake Mendocino Special Use Permit Application

**** Be sure to fill out entire application**

1. Group Name:		
2. Proposed Activity/Event:		
3. Group Representative:	4. Organization Address:	
Phone Numbers: <i>Primary:</i>		
<i>Alt:</i>		
Email:		
5. Proposed Date of Event:	6. Proposed Location for Event:	
7. Estimated Number of Participants:	8. Estimated Number of Spectators:	
9. Estimated Number of Vehicles:	10. Estimated Number of Vessels:	
11. Event Setup Begins at:	Event Closing Time:	12. Would you like power? Yes No
Event Starting Time:	Clean Up Completed By:	
13. Description of Event:		
14. Are you certified as a 501(c)3 non-profit? Yes No If yes, include a copy of your certification or provide EIN.		
15. Have you already acquired event insurance? Yes No If yes, include copy of your Certificate of Insurance. Additional Comments:		
16. Signature and Title of Group Representative:		17. Date:
For Use by Corps of Engineers.		
18. Special Use Permit Type:	Activity Event	19. Insurance required? Yes No
20. Approval:	Approved Disapproved Conditional Approval	Conditions:
21. Charge for Use:	Permit Fee \$	Cost Recovery Fee \$ In-Kind Services
22. Signature and Title of Approving Authority:		23. Date

Event Logistics

Will fees or donations be collected from participants or spectators?	Yes	No	
If "yes" describe how much, for what purpose the funds will be used, and what the expected gross revenues are.			
Will the event involve vendors?	Yes	No	If "yes" list each individually.
If applicable, 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?			
Will restricted access to the event be required?	Yes	No	
If "yes" describe the circumstances or conditions of the event that require that access be restricted.			
Will first-aid stations, ambulances, safety vessels, or other safety measures be required?	Yes	No	
If "yes" describe the measures to be taken to provide the needed services and equipment.			
Will support equipment (e.g. temporary course markers, traffic control devices, etc.) be required?	Yes	No	
If "yes" list equipment and describe any requested assistance from park staff.			
Will there be any storage requirements needed prior or following the event?	Yes	No	If "yes," describe.
Are permits from other governmental agencies required?	Yes	No	If "yes" list each individually.
Will additional security measures be required for crowd or traffic control?	Yes	No	
If "yes" describe the necessary measures to be taken to ensure adequate public safety.			
Are the existing sanitary facilities adequate for the event?	Yes	No	
If "no" describe the measures to be taken to provide the the needed services.			

Please describe any additional requests on attached pages as necessary.

Lake Mendocino Special Use Permit Applicant Agreement

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

The undersigned acknowledges that Special Use Permits are subject to the following conditions and understands that a violation of any condition may result in the immediate revocation of a Special Use Permit, as well as constitute grounds for disapproval of future Special Use Permit applications submitted by the undersigned.

1. The exercise of the privileges granted by a Special Use Permit shall be without cost or expense to the United States and shall be personal to the permit holder (hereafter referred to as “holder”). The Special Use Permit and event/activity if authorized shall be under the conditional approval of the Operations Project Manager and subject to Federal rules and regulations including Title 36, Chapter III, Part 327 of the U.S. Code of Federal Regulations, and applicable Federal, state and local regulations. Other state and local permits, if required, must be obtained and copies provided to the Operations Project Manager.
2. The holder will be held responsible for the conduct and actions of all members of their organization/group participating in the activity/event.
3. The holder acknowledges that they have inspected the premises, knows its condition and understands that the same is granted without any representations or warranties whatsoever and without any obligation on the part of the United States. Neither the USACE nor any USACE employee shall be responsible for damages to property or injuries to persons which arise from or are incidental to the exercise of the privileges granted by a Special Use Permit and shall be held harmless from any and all such claims.
4. Any property of the United States damaged or destroyed as a result of or incidental to the event/activity shall be promptly repaired or replaced and premises restored by the holder to the satisfaction of the Operations Project Manager. The holder shall exercise due care in the use of the premises to protect environmental and cultural resources. The holder must restore the event site within the time frame established by the Operations Project Manager. If the holder fails to remove personal property or restore the premises within the established time frame, the property shall either become the property of the United States without compensation therefore, or the Operations Project Manager may cause the property to be removed and the premises restored. The holder shall pay all costs for removal of said property and restoration of the premises.
5. The holder shall provide sufficient services to ensure the health, welfare, safety, supervision and security of participants and spectators. The holder may be required to furnish, at least (2) weeks prior to the event/activity, a copy of a liability insurance policy in the minimum amount of \$1,000,000 that names the United States Government as an additional insured party.
6. Private use of the project lands will not preempt public use of project recreational resources. A majority of project facilities will remain available to the general public.
7. Participation in or admission to view the event/activity will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, age or disability. Participation in the event may be limited to members of the sponsoring group provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, age or disability. Request for special events citing “special circumstances” for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification.

This may be appropriate for activities such as contact sports and sports such as tennis, golf, or competitive swimming. Fishing tournaments do not qualify for discrimination based on gender.

8. The government reserves the right to refuse, relocate or cancel any event at any time before or during the event as determined by the Operations Project Manager, without liability to the government or its employees.
9. The holder shall pay a non-refundable Special Use Permit fee for the issuance of this Special Use Permit.
10. In addition to the Special Use Permit fee, the holder and all participants shall pay all applicable recreation user fees and reservation fees normally charged at the facility.
11. The holder may be required to reimburse the government for costs incurred which are specifically related to the special event/activity, 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 land, buildings and equipment.
12. The right to charge for an activity/event is based on the holder and sponsoring organization providing parking assistance, adequate policing for crowd supervision and control, and other services required for the health and welfare of the visitor and participant. Collection of participant fees may be authorized for a Special Event/Activity. For a non-profit event, collections that exceed the actual cost of the event will be collected by the USACE for legal disposal, unless such surplus proceeds are used for benefit to the project. The government reserves the right to audit the event holder's records.
13. No soliciting or vending will be permitted without specific permission or in accordance with the terms of the lease, license or concession contract. Specific vendors may be authorized to operate in conjunction with a Special Event. Vendor operation is only allowed during the operational hours of the event and must cease at the conclusion of the event. Events conducted for-profit will be assessed a fee of two percent (2%) of gross revenue, as consideration for the right to make a profit on government property. Revenue from vendor sales is included in the gross revenue. The holder must documentation of gross revenue and payment of two percent (2%) within 30 days following the event. The government reserves the right to audit the holder's records.
14. The holder shall not remove or disturb, 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 such items are discovered on the premises, the holder shall immediately notify the Operations Project Manager and protect the site and the material from further disturbance until clearance to proceed is received.
15. The holder will comply with all Federal, state, county and municipal local laws, ordinances and regulations.
16. A Special Use Permit is nontransferable.
17. The holder or a representative of the sponsoring organization will meet with the Operations Project Manager and/or the Special Use Permit Coordinator prior to the event to coordinate all activities, if requested.
18. Signs:
 - a. Special event signs, banners, balloons, streamers, or similar items will NOT be placed on park signs or signposts, trees, fences, or other facilities without prior approval. Unauthorized signs

placed on Corps facilities are subject to removal and disposal. If this occurs, the incident will be noted in your permit file and you may be charged a minimum of \$50 per incident.

- b. Any and all necessary signs and markers will be furnished by the permit holder. Road markers must be non-toxic, non-permanent, and biodegradable. Signs must be free standing or attached to ground stakes provided by the holder.
- c. No signs or markers are to be erected prior to 24 hours before the activity, without prior approval, and all such items shall be removed no later than 10:00 AM of the following day.

19. 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 closing, unless specifically authorized otherwise.

20. The Operations Project Manager, Special Use Permit Coordinator, or any available Park Ranger must be notified immediately of all injuries and accidents occurring during any Special Use Activity/Event.

21. If required by the Operations Project Manager, the permit holder must provide approved standby firefighting personnel/equipment. All equipment must be inspected by the California Department of Forestry or the Operations Project Manager 24 hours prior to the event.

22. Additional special conditions may be required and will be outlined on the Special Use Permit.

I agree to abide by all terms and conditions of a Special Use Permit:

Signature _____ Date _____

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. The names and addresses of those who obtain the 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. Failure to provide the requested information will preclude issuance of a Special Use Permit.