

# Compendium

(Superintendent's Orders)

## Abraham Lincoln Birthplace National Historical Park

Code of Federal Regulations (CFR)  
Title 36, Chapter I

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### Compendium of Designations, Closures, Request Requirements, and Other Restrictions imposed under the discretionary authority of the Superintendent

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Under the provisions of 16 U.S.C. Section 3, and Title 36, Code of Federal Regulations (CFR), Chapter I, Parts 1 through 7, the following Compendium (Superintendent's Orders) are established for Abraham Lincoln Birthplace National Historical Park (park). Unless otherwise noted, the orders apply to the provisions contained in Parts 1 through 7 of Title 36 CFR.

In addition to the Compendium itself, all restrictions, closures, designations, and permit requirements will be made available to the general public by at least one other method of notification. These methods may be bulletin boards, maps, brochures, signs, flyers, handouts, permits, or any other medium readily available to the public.

Approved: \_\_\_\_\_  
Superintendent Date

Revised: October 24, 2005

With the addition of Abraham Lincoln Boyhood Home on November 6, 2001, Abraham Lincoln Birthplace National Historical Park consists of two units - Birthplace Unit three miles south of Hodgenville, KY and Boyhood Home Unit seven miles east of Hodgenville, KY. Unless specifically noted these orders pertain to both park units.

### Section 1.5 Closures and public use limits

(a)(1) The park will be open to the public daily according to the following general schedule except during special NPS-sponsored or approved events and programs.

Since all areas of the park are important in preserving the park's historic integrity and in interpreting its historical significance, certain portions of the park grounds are closed to recreational uses.

The park is open for public use under the following general schedule:

#### **BIRTHPLACE UNIT**

##### Historic Area, Picnic Area and Visitor Center

Open 8:00 a.m. – 4:45 p.m. Eastern Standard Time (EST) the Tuesday after Labor Day through the Friday before Memorial Day weekend

Open 8:00 a.m. – 6:45 p.m. Eastern Daylight Time (EDT) the Saturday of Memorial Day weekend through Labor Day

These areas of the park will be closed on Christmas Day, Thanksgiving Day, and New Years Day.

The picnic area will be closed during inclement weather conditions such as snow, ice, or when extreme temperature or wind creates a health or safety hazard to staff or visitors.

Unimproved roads (e.g., fire roads) used by maintenance and as firefighting access are closed to public use for any purpose except by permission from the Superintendent.

The service road off U.S. 31E to the maintenance area and park quarters, and the road to the rear of the Memorial Building, are generally closed to the public except by permission from the Superintendent.

The park maintenance area and the park residential area are closed to the public.

During emergencies such as ice, snow, or tree blow-down, park entrances and roads may be temporarily closed for short periods without advance notice.

The following recreational activities and/or non-traditional uses are prohibited in the west portion (i.e., west of U.S. 31E) of the park. These activities are generally permitted in the picnic area if they can be conducted without jeopardizing the safety of other visitors or damaging park resources. These activities tend to detract from the park's historical theme and legislatively mandated purpose, create the potential for a visual intrusion on the memorial landscape and Memorial Building, and have the potential to interfere with visitor's understanding of the Lincoln story:

- Picnicking
- Flying of kites and similar devices
- Sunbathing

- Vehicle washing, waxing, and polishing
- Vehicle maintenance (except during an emergency breakdown)
- Athletic-type games and sports with or without equipment
- Use of Frisbees, balls, and similar objects considered recreational equipment or personal athletic equipment

(a)(2) The following are prohibited inside the Memorial Building and visitor center:

- Flash photography except under Special Use Permit, or written permission from the Superintendent
- Consumption of food and/or beverages

## **BOYHOOD HOME UNIT**

The grounds around the Tavern Building and Boyhood Home cabin are open daylight hours only year round. All other portions of the Unit are open to hiking and walking during daylight hours year round.

The interiors of the Tavern Building and Lincoln Boyhood cabin are closed to the public.

The area designated for picnicking will be closed during inclement weather conditions such as snow, ice, or when extreme temperature or wind creates a safety or health hazard to staff or visitors.

All fire roads, trails, and access points are closed to vehicular traffic and horseback riding except by permission from the Superintendent or through permitted special park uses.

The road accessing the field northwest of the Tavern Building and Lincoln Cabin area is closed to the public except by permission from the Superintendent.

During emergencies such as ice, snow, or tree blow-down, park entrances and roads may be temporarily closed for short periods without advance notice.

The following recreational activities and/or non-traditional uses are generally prohibited on the immediate grounds around the Tavern and Lincoln Cabin and in the fields west of these buildings. These activities tend to detract from the park's historical theme and legislatively mandated purpose and have the potential to interfere with visitor's understanding of the Lincoln story:

- Flying of kites and similar devices
- Sunbathing
- Vehicle washing, waxing, and polishing
- Vehicle maintenance (except during an emergency breakdown)
- Athletic-type games and sports with or without equipment
- Use of Frisbees, balls, and similar objects considered recreational equipment or personal athletic equipment

### Section 1.6 Permits

(c) In compliance with 36 CFR 1.7, the following activities require a Special Use Permit:

- Special events and public gatherings that have the potential to adversely affect resources or which occur after the park closes
- Public assemblies and meetings such as demonstrations, ceremonies, First Amendment rights events, and press conferences held by non-national park service personnel
- Sale or distribution of printed matter

- Display of commercial notices or ads
- Commercial photography (see Appendix E)
- Collection of research specimens
- Memorialization ceremonies and scattering of ashes
- Weddings and receptions
- Camping

Section 2.1 Preservation of natural, cultural and archeological resources

- (a)(4) Dead, down, and wood products may not be removed without the permission of the Superintendent.
- (a)(6) Touching or handling artifacts or historic fabric on park property is prohibited.
- (b) Shortcutting on trails is prohibited.
- (c) The gathering of reasonable quantities of any exotic fruits, grapes, nuts, berries, morels, paw-paws, and buckeyes by hand for personal, non-commercial use and consumption is permitted. Gathering must take place in areas where vehicles can be safely parked to avoid traffic accidents.

Section 2.10 Camping and food storage

Recreational camping is not permitted. Organizations such as Boy Scouts, living history groups and volunteers may be granted permission by the Superintendent to camp in conjunction with planned park projects and/or interpretive activities.

Section 2.11 Picnicking

**BIRTHPLACE UNIT**

Picnicking is permitted in the designated picnic area on the east side of U.S. 31E. (See Appendix F - Picnic Pavilion Policy)

Picnicking is prohibited on the portion of the park on the west side of U.S. 31E except in conjunction with special events approved by the Superintendent.

**BOYHOOD HOME UNIT**

Picnicking is permitted on the former pavilion concrete pad and in the grassy area between the pad, the Tavern, and the parking area.

Section 2.13 Fires

**BIRTHPLACE UNIT**

- (a)(1) Fires are permitted only in personal charcoal grills or park-provided grills in the picnic area or as specified as part of a Special Use Permit issued by the Superintendent.
- (b) All fires shall be completely extinguished before the user leaves the picnic area.
- (c) During times of high fire danger and without prior notice, fires will be prohibited.

## **BOYHOOD HOME UNIT**

Fires are prohibited in all portions of the Unit or as specified as part of a Special Use Permit issued by the Superintendent.

- (c) During times of high fire danger and without prior notice, fires will be prohibited.

### Section 2.15 Pets

- (a)(1) Except for guide dogs, assist dogs, and hearing ear dogs accompanying disabled persons, pets are prohibited in all park buildings.
- (a)(5) Pet owners are responsible for removing pet excrement from the visitor center parking areas, the picnic area, on trail surfaces, and from other areas of heavy public use.
- (d) Pets running at large, not claimed within 24 hours, and after a reasonable effort has been made to locate the owner will be turned over to the LaRue County Dog Warden.
- (e) Pets may be kept by residents of park quarters in accordance with NPS Park Housing Guidelines and the park's pet policy attached as Appendix C. Pets must be restrained at all times and owners are subject to all applicable regulations.

### Section 2.19 Winter activities

Snow sledding is not permitted around the Memorial Building or on the roads and trails.

### Section 2.20 Skating, skateboards and similar devices

The use of roller skates, roller blades, skateboards, in-line skates, two-wheeled scooters, and similar coasting devices is prohibited park-wide. Residents of the park residential area may use such devices in the general vicinity of the residences.

### Section 2.2 Wildlife protection

- (a)(1) Hunting and/or trapping activities of all kinds are prohibited including the taking of earthworms (night crawlers), salamanders, minnows, crayfish or other aquatic or terrestrial life except under special use permit for scientific purposes.
- (d) Residents of park quarters may possess and transport game lawfully taken outside the park.
- (e) Viewing of wildlife by an artificial light (spotlighting) is prohibited park-wide.

### Section 2.21 Smoking

- (a) Smoking is prohibited inside all park buildings (except park quarters), while operating or riding in government-owned vehicles and equipment, and within 50 feet of fuel pumps.

Section 2.35 Alcoholic beverages and controlled substances

- (a)(i) The consumption and/or possession of alcoholic beverages within all park buildings (except park quarters), park-owned vehicles, on the grounds around all park buildings, and in the parking areas, roads, and trails is prohibited.

Section 2.38 Explosives

- (b) The use and possession of fireworks in the park is only permitted within the park residential area in accordance with state regulations and under the direct supervision of a park employee.

Section 2.50 Special events

See **Appendix B**

Section 2.51 Public assemblies, meetings

**BIRTHPLACE UNIT**

- (e) The grassy area southeast of the visitor center parking lot and west of the overflow parking area is designated for public assemblies and/or meetings. An additional area may be designated north of the entrance road and the overflow parking area.

A detailed map of these locations is contained as part of **Appendix A**. This map will be furnished upon request and will be attached to Special Use Permits when issued.

**BOYHOOD HOME UNIT**

- (e) The grassy area southwest of the Tavern Building is designated for public assemblies and/or meetings. An additional area(s) may be designated as needed.

A detailed map of this location is contained as part of **Appendix A**. This map will be furnished upon request and will be attached to Special Use Permits when issued.

Section 2.52 Sale or distribution of printed matter

**BIRTHPLACE UNIT**

- (e) A portion of the parking area immediately south of the visitor center parking area island is designated for the sale and distribution of printed matter.

A detailed map of this location is contained as part of **Appendix A**. This map will be furnished upon request and will be attached to Special Use Permits when issued.

**BOYHOOD HOME UNIT**

- (e) The grassy area southwest of the Tavern Building is designated for public assemblies and/or meetings.

A detailed map of this location is contained as part of **Appendix A**. This map will be furnished upon request and will be attached to Special Use Permits when issued.

#### 4.21 Speed limits

- (b) The speed limit on all paved roads and in parking areas is 15 miles per hour.

#### 4.30 Bicycles

- (c) Bicycles are permitted only on hard surfaced or paved park and public roads in and through the park and in parking areas in accordance with Kentucky law. The riding of a bicycle on park trails, sidewalks, grounds, and unpaved roads is prohibited. The bicycle may be pushed (not ridden) in these areas. Occupants of park quarters will also abide by these regulations.

# Determination of Effect

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**Code of Federal Regulations**  
**Title 36, Chapter I**  
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The following is the written determination for justifying actions listed in the Compendium (Superintendent's Orders) imposed under the discretionary authority of the Superintendent.

In accordance with 36 CFR 1.5, all designations, closures, permit requirements and other restrictions covered in the Compendium must be based upon a determination that such action is necessary. The Superintendent for the protection and safety of the park visitor, natural and historic resources, and national park values deems these determinations necessary.

In order to protect and present park resources in a manner that allows enjoyment by all park visitors, certain restrictions must be enacted. These restrictions are explained in this determination. This document should be used in conjunction with the Compendium as it explains the reasoning for establishing the restrictions noted in the Compendium.

In accordance with regulations and the delegated authority provided in Title 36, Code of Federal Regulations, Chapter I, Section 1.5(c), the following justifications are provided to identify the reasoning behind the use of the Superintendent's discretionary authority in setting forth the various closures, designations, etc. as listed in the Compendium required in Section 1.7(b).

## Section 1.5 Closures and public use limits

(a)(1) To facilitate protection of resources and facilities it is necessary to limit access to the park. The park contains no facilities that are normally used at night except for special uses, which require the permission of the Superintendent.

Park buildings and grounds are open to the public during the heaviest visitation periods. Extended summer hours provide visitors traveling from the nearby Central Time Zone longer opportunity to visit the park.

Some park buildings and structures are unstable and are unsafe for public use. These facilities are closed in the interest of public safety and health.

Picnic areas are closed to the public during inclement weather in order to reduce or eliminate the potential for environmental hazards to staff and visitors.

Closure of unimproved roads, trails and access points is necessary to prevent vehicles from blocking access needed for firefighting equipment in case of a wildland fire and to protect park natural and cultural resources.

The prohibition of horseback riding is necessary until a full assessment of its impact on cultural and natural resources can be made.

The maintenance area contains equipment, tools, supplies, and materials that are for park operations and not available to the public for security and safety reasons.

The park's residential area is closed to the public so that park housing occupants can have a reasonable expectation of privacy.

Prohibiting access to the rear of the Memorial Building by vehicle is necessary to protect significant park resources and to reduce safety concerns. However, with permission from a park employee, park visitors with disabilities may be permitted to drive behind the building for accessibility under certain circumstances.

Temporary closure of the park and park roads is necessary to prevent vehicle accidents and protect resources.

The listed recreational activities and/or non-traditional uses are prohibited within the park because these activities tend to detract from the park's historical theme and legislatively mandated purpose, create the potential for a visual intrusion on the historic scene and the significance of the resource, and have the potential to interfere with the visitor's understanding of the Lincoln story. These activities may also contribute to damage to park resources.

- (a)(2) Flash photography is not permitted in the Memorial Building and visitor center, except under Special Use Permit or permission from the Superintendent, primarily due to the direct or potential damage it tends to create. The flash from one camera is equivalent to eight hours of direct sunlight, which over time would cause significant damage to historic buildings and artifacts.

The prohibition against the consumption of food and beverages is necessary to eliminate the potential for food particles being dropped that attract vermin and to protect resources from damage. The prohibition against chewing gum is to eliminate gum being dropped on the floor of the building.

#### Section 1.6 Permits

- (c) Permits are required in order to regulate special uses of the park and to provide full protection to park resources. These permits are those required by 36 CFR parts 1 through 7.

#### Section 2.1 Preservation of natural, cultural and archeological resources

- (a)(4) In addition to historic areas and resources, the park contains forested sections with a continuing cycle of natural processes involving both plant and animal life. To assure the continuation of this recycling process, wood collecting is prohibited.
- (a)(6) The continuous handling of artifacts or historic fabric (for example the exterior of the birth cabin) wears the fabric. This form of erosion damages the fabric and denies future visitors the pleasure of viewing the fabric as it was intended and is therefore prohibited.
- (b) Shortcutting on trails causes damage to the natural resources of the park especially through erosion. By prohibiting short cutting, these areas will be less likely to be trampled and erosion reduced.
- (c) Edible fruits, nuts and berries are abundant in the park and have been traditionally gathered with no apparent detriment. If monitoring shows that removal of these natural resources is adversely affecting the ecosystem, this activity may be terminated. Visitors are restricted from gathering adjacent to heavily traveled roadways where picking is unsafe due to limited parking along roadsides.

#### Section 2.10 Camping and food storage

The park has no facilities for camping.

### Section 2.11 Picnicking

Picnicking west of 31E in the formal cultural landscape area of the Birthplace Unit and outside of the area west of the Tavern Building at the Boyhood Home Unit detracts from the park's historic theme, creates the potential for a visual intrusion on the cultural landscape, and interferes with interpretation of the Lincoln story. Designated picnic areas are provided for visitors who want to picnic.

### Section 2.13 Fires

Open fires are restricted for the safety of the visitor and to control the possibility of wildfire.

### Section 2.15 Pets

- (a) (1) In order to avert health risks and inappropriate contact between pets and visitors, pets are not permitted in public buildings.
- (a) (5) Pet owners are responsible for removing pet excrement from heavily used areas of the park in order to provide an enjoyable and safe visit for visitors.
- (d) The park does not have facilities to provide boarding for pets found running-at-large, as provided by 36 CFR. The staff will dispose of pets as noted in this Compendium. Every effort will be made to notify the owner of pets identified through tags and collars.
- (e) Residents of park housing units are entitled to conduct their private lives similar to those living off the park, providing their actions within the park do not interfere with the preservation and protection of park resources. The park's pet policy is intended to guide residents in helping to preserve and protect park resources.

### Section 2.19 Winter activities

These locations are places where visitors and employees walk while visiting or working in the park. Snow sledding in visitor use areas places persons at risk of being injured by moving sleds. Snow sledding on roads is an extremely hazardous condition due to motor vehicle use and snowplowing operations.

### Section 2.20 Skating, skateboards and similar devices

Use of these is prohibited due to safety considerations, the absence of facilities for such activities, and because they are incompatible with and detract from the historical theme of the park.

### Section 2.2 Wildlife protection

- (a)(1) The harvesting of earthworms (night crawlers), salamanders, minnows, crayfish, and other aquatic and terrestrial life is prohibited to fully protect all park wildlife resources.
- (d) It is recognized that park housing residents may transport lawfully taken wildlife into the park.
- (e) Viewing wildlife by artificial light is prohibited to prevent wildlife disturbance.

#### Section 2.21 Smoking

- (a) Smoking is restricted in order to protect park resources and facilities, to provide a safe and pleasant work area for employees, and to provide an enjoyable visit for park visitors.

#### Section 2.35 Alcoholic beverages and controlled substances

- (a)(3)(i) This prohibition is consistent with the laws of LaRue County and the Commonwealth of Kentucky.

#### Section 2.35 Explosives

- (b) This restriction is consistent with the laws of the Commonwealth of Kentucky and to provide for the safety of park housing residents.

#### Section 2.50 Special events, Section 2.51 Public assemblies, meetings, and Section 2.52 Sale or distribution of printed matter

Activities included under this section have significant impacts on park resources and facilities, on the enjoyment and use by other park visitors, on staff time, on budgetary limitations, and have the potential to set precedent.

All requests for permitting such activities will be evaluated against criteria set forth in this Compendium; 36 CFR 2.50, 2.51, and 2.52; National Park Service Management Policies 2001; Special Park Use guidelines (DO-53); and other guidelines and policies set forth by the Superintendent and the National Park Service. These criteria may be reviewed at the park visitor center at 2995 Lincoln Farm Road, Hodgenville, Kentucky, 42748, Monday through Friday from 8:00 a.m. to 4:30 p.m.

#### 4.21 Speed limits

- (A) The speed limit is for the safety of all visitors and wildlife.

#### 4.30 Bicycles

- (c) There are no trails, unpaved roads, or other areas in the park designed for bicycle use. Bicycle use, especially mountain bikes, on trails and unpaved roads creates detrimental impacts on trail surfaces, poses a serious threat to the safety of other visitors on trails, and interferes with the normal expectations of hikers/walkers seeking quiet areas in the park. In order to carry out park responsibilities, which includes resource protection and safety, bicycles will be prohibited in these areas.

## **APPENDIX A**

### **SALE OR DISTRIBUTION OF PRINTED MATTER**

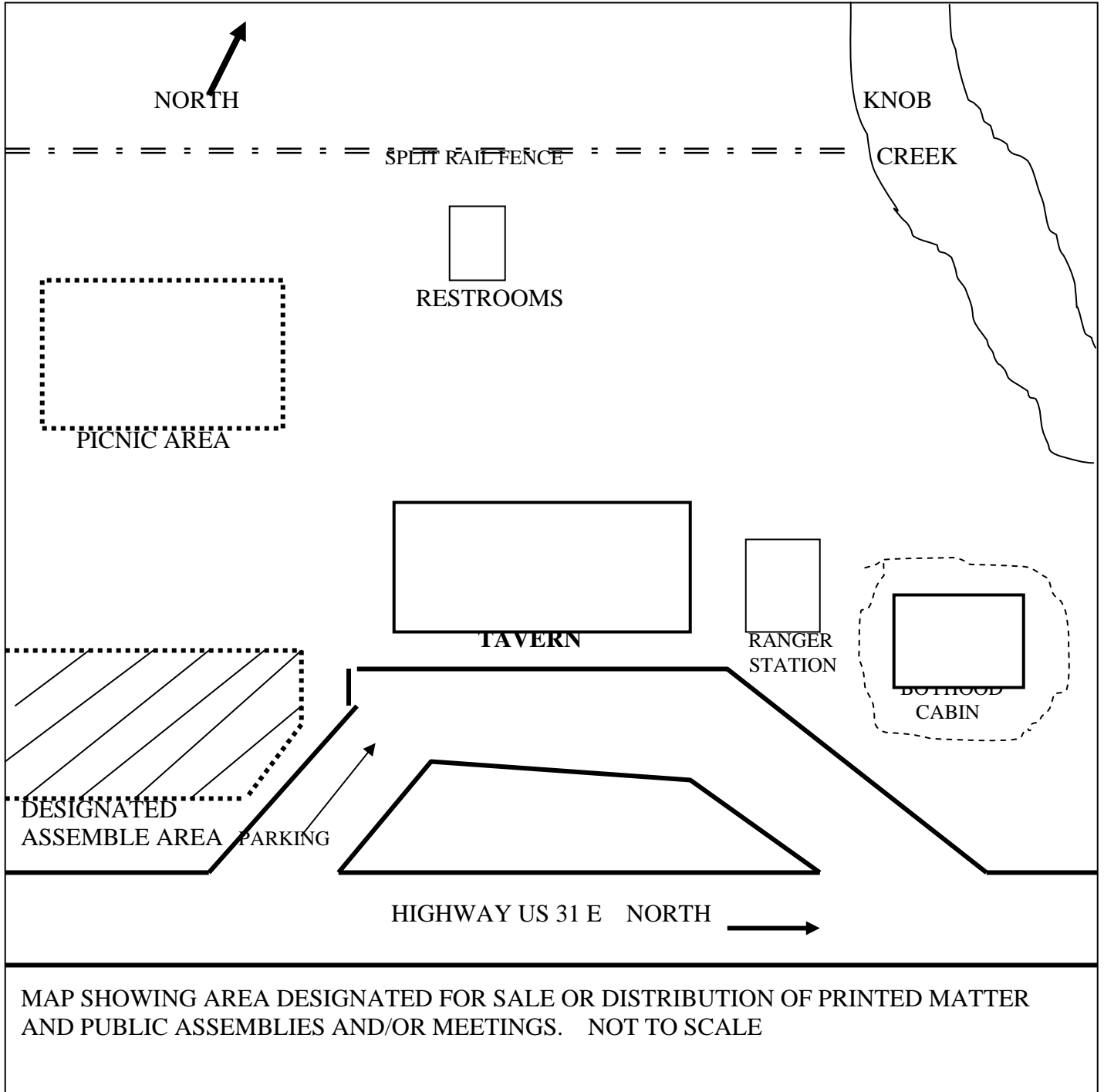
#### **36 CFR 2.52**

The sale or distribution of printed matter at Abraham Lincoln Birthplace National Historical Park (park) is limited to those areas that will not interfere with the safety or enjoyment by park visitors, and that will not impede the normal flow of interpretive activities, visitor services, or other program activities. (See attached maps) The Superintendent may also designate areas, in accordance with 36 CFR 2.52, in which such activities may not be conducted. Furthermore, all persons selling or distributing printed matter must abide by all park regulations and 36 CFR.

The areas of the park where the sale or distribution of printed matter is allowed in areas as designated. All other areas of the park are closed to the sale or distribution of printed matter. Since a large majority of the park's visitation is within close proximity to this area, individuals interested in contacting visitors have many opportunities to do so.

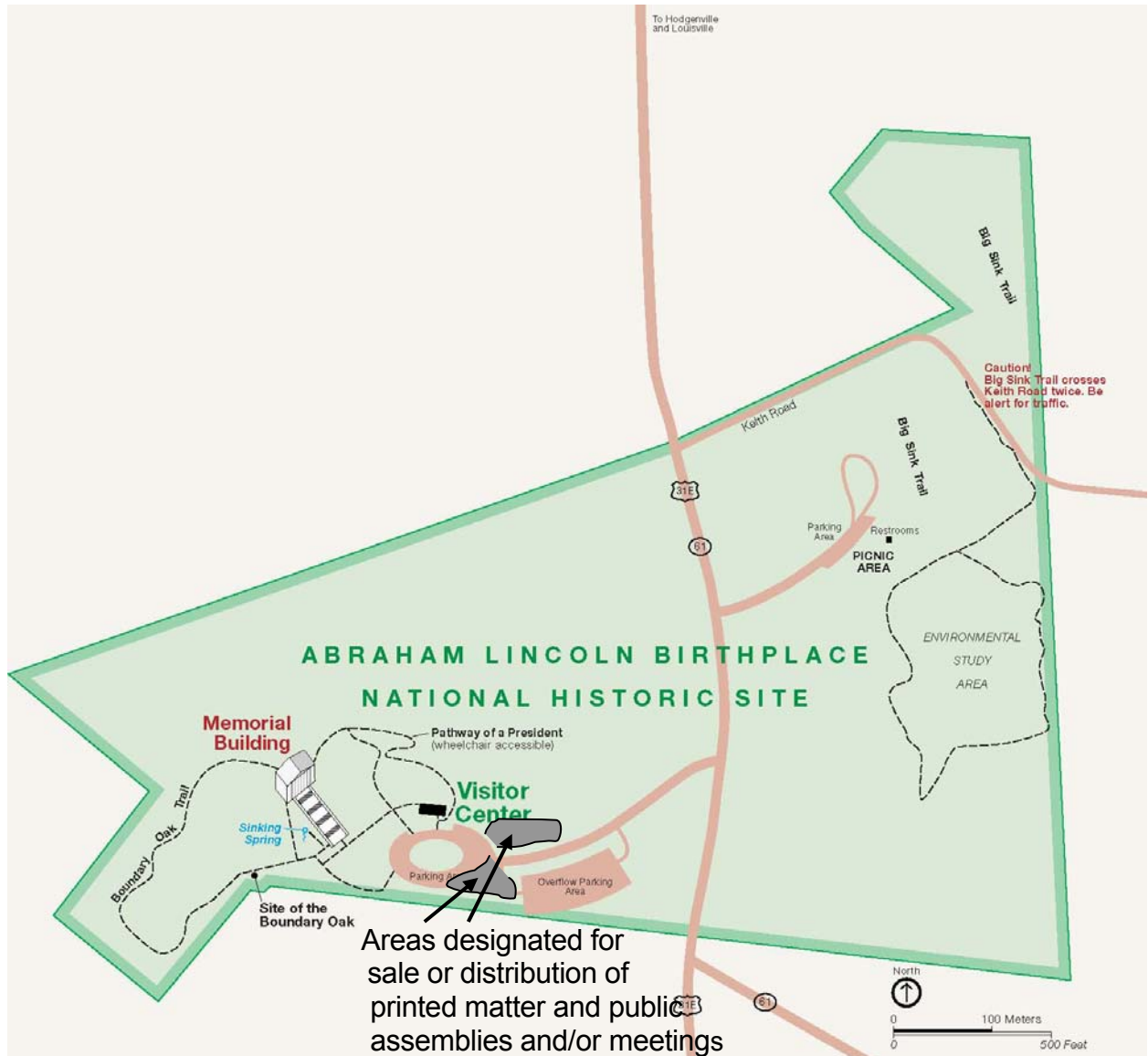
This regulation deals with all types of printed matter, including books, magazines, pamphlets, newspapers, etc., other than those which consist exclusively of commercial advertising. An application for a permit to sell or distribute any of the aforementioned material can be obtained by contacting the Superintendent before the requested date.

**APPENDIX A  
BOYHOOD HOME UNIT AT KNOB CREEK  
DESIGNATED ASSEMBLE AREA**



MAP SHOWING AREA DESIGNATED FOR SALE OR DISTRIBUTION OF PRINTED MATTER AND PUBLIC ASSEMBLIES AND/OR MEETINGS. NOT TO SCALE

**APPENDIX A  
ABRAHAM LINCOLN BIRTHPLACE UNIT  
DESIGNATED ASSEMBLE AREA MAP**



MAP SHOWING AREA DESIGNATED FOR SALE OR DISTRIBUTION OF PRINTED MATTER AND PUBLIC ASSEMBLIES AND/OR MEETINGS. NOT TO SCALE

## APPENDIX B

### POLICY FOR NON-TRADITIONAL USES AND ACTIVITIES

Special events, public assemblies, meetings, and other activities considered non-traditional i.e., not a customary park visit or not related to the legislatively mandated purpose of the park, and special park uses which require a Special Use Permit (SUP) or a letter of authorization from the Superintendent, are subject to certain restrictions. These restrictions are set forth in 36 CFR 1.6, 2.50, and 2.51, National Park Service Management Policies 2001, and other specific requirements imposed by the Superintendent.

Requests to conduct non-traditional uses and activities are normally to be made in writing to the Superintendent three working days in advance to allow time for administrative review, permit preparation, and scheduling. Requests may be denied due to the lack of sufficient time to process the request. Fees for Special Use Permits, when applicable, must be paid before the special use, event, assembly, or meeting.

Activities requiring a Special Use Permit, or letter of authorization from the Superintendent, include, but are not limited to:

- First amendment rights-related activities
- Commercial photographic activities
- Public meetings
- Non-NPS special events
- Weddings
- Wedding receptions
- Camping activities
- Training of animals
- Public meetings and training using park facilities
- Religious services or assemblies
- Organized vehicle displays

Requests for authorization to use the park or its facilities for special events, public assemblies, meetings, and other activities, such as those listed above will be reviewed and approved or disapproved in writing by the Superintendent.

The National Park Service encourages park uses that draw meaning from their association with, and have a direct relationship to, park resources. Conversely, the National Park Service discourages uses not consistent with the preservation and/or protection of park resources, visitors, and/or values.

Certain activities, not necessarily dependent upon park resources to be carried out and/or not constituting traditional or customary park uses, may be permitted by Special Use Permit or letter of authorization from the Superintendent in specific areas of the park under conditions outlined in a Special Use Permit when they do not:

- Interfere with normal park usage
- Constitutes a consumptive form of use
- Have undesirable impacts on park resources
- Compromise the memorialized/historic scene
- Present a danger to public welfare and safety, including safety of the participants

The time, location, and conditions for such activities shall be regulated by permit to avoid:

- Infringement upon the enjoyment and rights of other park visitors
- Traffic congestion
- Injury to non-participants and damage to park property
- Disruption of normal park operations
- Unwarranted risk to participants due to inadequate equipment, lack of qualifications or supervision, weather, or other factors

The use of the park for organized athletic events or competitive recreational events characterized as public spectator attractions are not permitted. These activities conflict with the legislated purpose of the park, compromise the historic scene, and infringe upon the enjoyment and rights of park visitors.

Commemorative ceremonies, anniversaries, and other observances may be permitted when the event:

- Has a meaningful association between the park and the event
- Contributes to visitor understanding of the significance of the park
- Can be presented without undue impact on park resources
- Meets the criteria for approval set forth under CFR 2.50 (a)(1) through (6).

### **Birthplace Unit**

The following conditions are imposed for use of the picnic area:

- The pavilion is available on a “first-come, first-served” basis.
- Reservations will not be taken nor will preferential treatment be given to any individual, group, or organization for its use.
- Unauthorized banners, signs, posters, or similar items shall not be placed on the grounds, gates, fences, restroom building, trees, pavilion posts, or other park property.
- All “after-hours” events, i.e., when the park is normally closed, must be authorized in advance by a Special Use Permit (SUP) approved by the Superintendent.
- Picnic tables rearranged to accommodate groups should be returned to their original location before leaving the pavilion.
- Observations of vandalism, littering, destruction of park property, and the disturbance of plants and wildlife, should be reported to a Park Ranger at the Visitor Center.
- All litter shall be placed in the trash receptacles provided under or near the pavilion.

### **Boyhood Home Unit**

- The pavilion is not available for public or private use.
- Reservations for picnicking events will not be taken nor will preferential treatment be given to any individual, group, or organization for its use.
- Unauthorized banners, signs, posters, or similar items shall not be placed on the grounds, fences, restroom building, trees, or other park property.
- All “after-hours” events, i.e., when the park is normally closed, must be authorized in advance by a Special Use Permit (SUP) approved by the Superintendent.
- Picnic tables to accommodate groups should be returned to their original location before leaving.
- Observations of vandalism, littering, destruction of park property, and the disturbance of plants and wildlife, should be reported to a Park Ranger.
- All litter shall be placed in the trash receptacles provided.

## **Guidelines for special park uses, events, public assemblies and meetings**

The following guidelines apply to most special park uses, special events, public assemblies, and meetings. however, additional specific guidelines may be imposed (e.g., for commercial photography):

1. The Federal Government will be held harmless in the event of personal injury occurring from the use of park property.
2. No personal monetary gains will be derived from the use of special use permits. The sale or free distribution of food to the public or participants is prohibited unless approved in the permit and all U.S. Public Health Service Standards are met.
3. Those conducting and participating in events shall maintain good order and proper decorum. Public safety and general welfare will not be endangered.
4. Special care must be taken not to damage any historic object or structure or natural feature.
5. Permits are issued only for the use of approved areas and during the designated times as outlined in the permit.
6. Park areas will be left in the same condition as before the event. All litter, trash, and equipment will be removed from park property by the permittee within 24 hours of the completion of the event.
7. Any loudspeaker or music used will be adjusted to accommodate only those people in the immediate area.
8. Activities will be conducted to minimize conflict with other park uses.
9. The permittee and participants will comply with any instructions from an official representative of the park.
10. All press releases must be submitted to the Superintendent for review before release.
11. If approved, portable toilets may be placed by the permittee on park property in areas designated by park staff at permit tee's expense. Portable toilets must be removed within 24 hours of the event's conclusion.
12. All traffic direction and crowd control will be the responsibility of the National Park Service. Reimbursement of any expenses incurred by the National Park Service in relation to the event may be required if so determined by the Superintendent.
13. All emergency vehicles and operations will be under the direction of Park Rangers.
14. All parking will be restricted to designated areas.
15. Permittee will be responsible for advising all participants in advance of permit requirements.
16. Permittee will designate one person to coordinate all activities with the park's representative and will meet before the event to determine specific requirements and responsibilities.
17. The National Park Service reserves the right to immediately rescind the permit at any time should any condition of the permit be violated.

18. A bond (cash, check, or money order) in an amount determined to cover clean-up, property damage, and other costs that may be incurred by the National Park Service *may be required* to be posted by the permittee prior to the event.
19. Administrative costs *may be charged* the permittee to cover expenses incurred when associated with permits. See Compendium Appendix D.
20. Permits are required for any project that generates an electronic media, film/video production, or still photography for television, the motion picture industry, public interest, or private multi-media which consists of production crews (regardless of size), equipment, supplies, or materials. Filming projects may involve feature films, documentaries, docu-dramas, travelogues, commercials, infomercials, public television (PBS) presentations, or videos for training, sales, education, promotions, entertainment, etc. Documentaries filmed specifically for sale to a news station or educational channel are considered a commercial venture and require a permit. (See Commercial Photography Guidelines in Compendium Appendix E)
21. The consumption of alcoholic beverages is prohibited.

## APPENDIX D

### SCHEDULE OF SPECIAL USE PERMIT FEES

Special events, public assemblies, meetings, and other activities considered non-traditional i.e., not a customary park visit or not related to the legislatively mandated purpose of the park, and special park uses require a Special Use Permit (SUP) or, in some instances, a letter of authorization from the Superintendent.

DO-53 states that the National Park Service will charge a fee and recover costs for special park use permits unless prohibited by law or executive order, or then the proposed use is protected by the first amendment or involves another right and not a privilege.

Special use permits have traditionally been issued without charge, however, effective with this compendium a fee will be charged for issuance of most special use permits. The Superintendent will determine any waiver of fees based on past practice, complexity, impact on park staff, visitors, and/or resources, or other consideration beneficial to the National Park Service.

If administration of a SUP requires the park to incur additional cost, the Permittee will be assessed those costs in addition to the basic cost for issuance of the SUP. Additional charges may be incurred for overtime, repairing/restoring/cleaning resource, security, or similar costs associated with the event. A bill of collection will bill additional charges to the Permittee upon completion of the activity.

Liability insurance may be required for events or activities especially those that are high risk or whenever the use of federal building/facilities is involved.

Permittee is responsible for cleanup and removal of all equipment, props, and refuse after even completion. Performance bonds may be required where risk of damage to park lands or facilities is high such as litter cleanup, large crown or turf damage.

The park staff will not normally provide special services or furnish park-owned equipment required for an event. Permittees are expected to provide, at their own expense, all special requirements such as portable toilets, tables and chairs, tents, tarps, extra trash receptacles or grills, and similar items.

As outlined in 36 CFR 71.10 and as guided by NPS policy (NPS-53) the following fees are in effect for the following special park uses requiring a special use permit:

Commercial photography application permit (non-refundable).....	\$100.00
Group special use permit.....	\$50.00
Individual special use permit.....	\$20.00
Visitor center auditorium use.....	\$50.00/hour/employee
Overtime rate (GS-9/6 w/benefits).....	\$39.50/hour/employee
First amendment and religious events.....	no charge
Par-related events*.....	no charge

\*These include events conducted by groups or agencies associated in some way with the purposes of the park e.g., Friends group; historical, preservation, and conservation-related organizations; other tourism-related groups or other visitor attractions

## APPENDIX E

### COMMERCIAL FILMING & PHOTOGRAPHY PERMIT

#### INFORMATION AND GUIDELINES

##### Background and Policies

The photography/filming permitting system was developed by the National Park Service (NPS) to manage commercial filming and commercial still photography in a positive and efficient way that is both resource-respectful and cost-effective. The NPS is mandated "to conserve the scenery and the natural and historic objects and the wildlife...and to provide for (their) enjoyment (in ways that) will leave them unimpaired for the enjoyment of future generations."

Please note: A permit is not required for private individuals engaged in exterior or interior without-a-flash photography if photographs are non-commercial and intended for their own personal use and enjoyment.

It is the policy of the NPS to allow commercial photography and filming to the fullest extent possible consistent with the protection of park resources and ensuring the enjoyment of those resources by the park visitors. A Photography/Filming Permit must be applied for and approved by the Superintendent or park representative before commencement of filming or photography activities.

Filming is restricted to the exterior of buildings only. Special requests for filming within normally restricted interiors areas must be approved by the Superintendent and will require crews to be accompanied by park staff. In most cases, a Special Use Permit will be required in order for the NPS to recover the costs of park staff who are assigned to monitor such an activity while on overtime.

Permits are required for any project that generates an electronic media, film/video production, or still photography for television, the motion picture industry, public interest, or private multi-media which consists of production crews (regardless of size), equipment, supplies, or materials. Filming projects may involve feature films, documentaries, docu-dramas, travelogues, commercials, infomercials, public television (PBS) presentations, or videos for training, sales, education, promotions, entertainment, etc. Documentaries filmed specifically for sale to a news station or educational channel are considered a commercial venture and require a permit.

Media crews filming newsworthy events may do so from the exterior of park buildings. Photographers of news events, technicians, and reporters working with news photographers are usually exempt from the permit requirements except when such proposed photographic activities indicate potential for resource damage or undue disruption of visitor activities. If a permit is required, all news and support personnel and the activities associated with the filming must be accounted for. News media crews shooting human interest, staged events, or other topics not considered newsworthy are required to obtain a permit or a letter of permission from the Superintendent before proceeding with a filming project.

**Any exemptions to these requirements must be approved in advance by the Superintendent.**

## **COSTS**

A \$100 non-refundable administrative processing charge is required with all applications. **This payment must accompany the application. Your check should be made payable to the National Park Service.**

## **INSURANCE**

If your request for a permit is approved, a certificate of insurance may be required showing general liability coverage commensurate with risks involved in the project proposed. One million dollars (\$1,000,000) is the usual minimum; however, the Superintendent or his or her representative is authorized to set the amount. This certificate must name the United States Government as an additional insured. We need an original certificate for our files.

## **PERFORMANCE BOND**

A performance bond may also be required, in either the form of a certified check, traveler's check, cashier's check or cash. The amount of the bond will be determined from the information provided on the worksheet. This bond will be returned to you, upon completion of filming, if all conditions of the permit have been met and the resource has not been damaged. The Superintendent or his or her representative has the option to waive the bond requirement if he or she anticipates that no resource damage will result, or that the activities permitted will not require any cleanup.

## **THE PERMIT**

The permit may be denied if the project:

- Poses a threat to park resources
- Places unreasonable burdens on the supervisory capacity of the park staff
- Would conflict unduly with the public's normal use of the park.

In addition, an approved permit may be revoked if the permittee fails to comply with the permit and/or conditions as written.

Once issued, the permit and the conditions of the permit must be reviewed and signed by the permittee and the Superintendent or his or her representative. Copies of the permit will be given to the permittee and the NPS employee monitoring the permit. The permittee must have a signed copy of the permit and the conditions of the permit in their possession at all times when filming in the park.

Send the application and payment to:

Superintendent  
Abraham Lincoln Birthplace National Historical Park  
2995 Lincoln Farm Road  
Hodgenville, Kentucky 42748-9707  
270-358-3137  
FAX 270-358-3874

(NPS Form 10-931) Short Form  
 (OMB No.1024-0026)  
 (Expires 3/31/2010)

**National Park Service**  
**Abraham Lincoln Birthplace NHP**  
**2995 Lincoln Farm Road**  
**Hodgenville, KY 42748**  
**270.358.3137**



**Application for Commercial Filming/Still Photography Permit**

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. Allow AT LEAST 4 business days for processing (2 business days for First Amendment requests). A non-refundable processing fee should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges, a location fee, and proof of liability naming United States as also insured.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
Email:	Email:

Project name:	Producer:
Type of project:	Photographer:
Location manager:	Director:
Telephone #:	Caterer:
Cell phone #:	Telephone # - set:

Summary of Activities and Scene(s) (attach additional pages if necessary):

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**SCHEDULE BY LOCATION(S)** (Includes filming, parking and base camp):

Date	Location	Start Time	End Time	Type of Activity (e.g., film, prep, or	Number of Cast &
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				strike)	Crew

**Description of Equipment/Props** (attach additional pages if necessary):

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**List of vehicles including type and license plate number** (attach additional pages if necessary):

Vehicle Make and Model	License Number

Use of Roads (Y/N) \_\_\_ Trail (Y/N)\_\_\_ Describe proposed use (attach additional pages if necessary):

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Are you familiar with/ have you visited the requested area? Y N  
 Have you obtained a permit from the National Park Service in the past? Y N  
 (If yes, provide a list of permit dates and locations on a separate page.)  
 Do you plan to advertise or issue a press release before the event? Y N

I hereby state that the above information given is complete and correct and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant entity and the project described above.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_ Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$\_\_\_\_.00 made payable to National Park Service. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. This completed application should be mailed to: \_\_\_\_\_ at the Park address found on the first page of this application.

**Note:** that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

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The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.

**Paperwork Reduction Act Statement:** This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2465), Washington, D.C. 20240

(NPS Form 10-932)  
(OMB No. 1024-0026)  
(NEW 10/00) Long form  
(Expires 3/31/2010)

**National Park Service**  
**Abraham Lincoln birthplace NHP**  
**2995 Lincoln Farm Road**  
**Hodgenville, KY 42748**  
**270-358-3137**



## Application for Commercial Filming/Still Photography Permit

Please supply the information requested below. Attach additional sheets, if necessary, to provide required information. Allow AT LEAST four (4) business days for processing. A non-refundable processing fee should accompany this application unless the requested use is an exercise of a First Amendment right. You will be notified of the disposition of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges, a location fee, and proof of liability insurance naming the United States as also insured.

Applicant:	Company:
Social Security #:	Tax ID #:
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Telephone #:
Cell phone #:	Cell phone #:
Fax #:	Fax #:
E-mail:	E-mail:

Project name:	Producer:
Location manager:	Photographer:
Telephone #:	Director:
Cell phone #:	Insurance company:
E-mail:	

**TYPE OF PROJECT:**  Stills, editorial  Stills, advertising  stills, other  stock photo/video/film  Feature Film /TV Movie  TV Series/Pilot  Documentary/Travelogue

Commercial

Music Video  Infomercial  Industrial

Public Service Announcement

Other, explain \_\_\_\_\_

Will there be sound recording  Yes  No Night work:  No  Yes, explain \_\_\_\_\_

\_\_\_\_\_

**Detailed description of on-site activities** \_\_\_\_\_

Talent comprise anyone in front of the camera and includes, but is not limited to, actors, hosts, correspondents, presenters, park visitors, cooperators, volunteers, National Park Service and concessionaire staff, etc.

**Do you intend to utilize talent?**  Yes  No

If yes, provide a full description of who they are and how they will be utilized:

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**LOCATION SCHEDULE:**

Date	Location	Start Time	End Time	Interior or Exterior	Film Prep	Strike	# of cast & Crew*
					•	•	
					•	•	
					•	•	
					•	•	
					•	•	
					•	•	
					•	•	

**\*number in this column should include all individuals present at the location**

How will individuals with access to the site be identified? (Identification tags are recommended.)

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Electrical needs, explain \_\_\_\_\_ Generator:  No  Yes size \_\_\_\_\_

Lighting:  None  Reflectors only  Yes (explain) \_\_\_\_\_

Road Use: \_\_\_\_\_ Date/time: \_\_\_\_\_

- Closure requested
- Running shots  Driving shots  Drive-bys  Tow shots  Drive-ups & Away  Wet down road
- Camera/Equipment on Road Shoulder  Camera/Equipment on median  Other (explain) \_\_\_\_\_

**OPERATIONAL INFORMATION:**

**Vehicles:**

Personal Cars \_\_\_\_ Large Trucks \_\_\_\_ Other Trucks Vans \_\_\_\_ Motor homes \_\_\_\_  
Semi-Tractor Trailers \_\_\_\_ Camera Car \_\_\_\_ Picture Cars \_\_\_\_ Dressing Rooms \_\_\_\_  
Other Vehicles (explain) \_\_\_\_\_

**Large or oversized vehicles may not be able to be accommodated or additional steps may need to be taken to ensure that no damage to park resource occurs.**

Vehicles or to be parked on or need access to park property (attach additional sheets if necessary

MAKE	MODEL	COLOR	STATE	LICENSE PLATE #

Base Camp location (attach diagram if necessary: \_\_\_\_\_  
\_\_\_\_\_

**CATERING INFORMATION**

Catering Co. Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
On-site Manager \_\_\_\_\_ Food License Information: \_\_\_\_\_  
Equipment: \_\_\_\_\_

**SPECIAL ACTIVITIES:**

Children:  None  Yes # of Children \_\_\_\_\_ Age Range \_\_\_\_\_

Animals:  None  Yes (explain)

Trainer Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Aircraft:  No  Yes (explain) \_\_\_\_\_

Special Effects: (identify) \_\_\_\_\_

Effects Technician Name: \_\_\_\_\_ Phone # \_\_\_\_\_

License # (if applicable) \_\_\_\_\_ Permit # (if applicable) \_\_\_\_\_

Stunts: (explain)

Coordinator \_\_\_\_\_ Phone # \_\_\_\_\_

Any other unusual or hazardous activities? Explain

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you familiar with/ have you visited the requested area? Y N

Have you obtained a permit from the National Park Service in the past? Y N

(If yes, provide a list of permit dates and locations on a separate page.)

Do you plan to advertise or issue a press release before the event? Y N

**ATTACH ADDITIONAL PAGES FOR INFORMATION NEEDED TO EVALUATE YOUR PERMIT REQUEST INCLUDING: set construction, parking, sanitary facilities, crowd control, emergency medical plan, off-road activity, trail use, or use of any building and site clean up. Include a proposed Site Plan(s).**

**CONTACTS:**

Person on location responsible for company's adherence to all terms & conditions of a

Film Permit:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Person on location responsible for coordinating activities with the NPS :

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Person at the company office to contact for follow up information and billing:

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*\*\*

I hereby state that the above information given is complete and correct, and that no false or misleading information or false statements have been given. All estimates are reliable to the best of my knowledge and I have the full authority to represent the applicant/production company and the project described above.

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Company Name \_\_\_\_\_

\*\*\*\*\*

Information provided will be used to determine whether a permit will be issued. Completed application must be accompanied by an application fee in the form of a cashiers check or money order in the amount of \$\_\_\_\_\_.00 made payable to National Park Service. Credit card payments may be accepted at some parks. Application and administrative charges are non-refundable. This completed application should be mailed to \_\_\_\_\_ at the Park's address found on the first page of this application.

**Note** that this is an application only, and does not serve as permission to conduct any use of the park. If your request is approved, a permit containing applicable terms and conditions will be sent to the person designated on the application. The permit must be signed by the responsible person and returned to the park prior to the event for final approval by the Park Superintendent.

\*\*\*\*\*

*The above application form is provided with the understanding that parks will insert appropriate park names and addresses and the amount of the application fee as desired.*

**Paperwork Reduction Act Statement:** This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the applicable parts of the form must be completed. A Federal agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

**Estimated Burden Statement:** Public reporting burden for this form is estimated to average 30 minutes per response including the time it takes to read, gather and maintain data, review instructions and complete the form. Direct comments regarding this burden estimate or any aspects of this form to the National Park Service, Special Park Uses Program Manager, 1849 C Street NW (2465), Washington, D.C. 20240

**APPENDIX F  
BIRTHPLACE UNIT**

**PICNIC PAVILION POLICY**

This park policy sets forth the general management of the park's picnic area pavilion/shelter in order to provide for its public use within National Park Service and park guidelines.

- The pavilion is available on a "first-come, first-served" basis.
- Reservations will not be taken nor will preferential treatment be given to any individual, group, or organization for its use.
- Unauthorized banners, signs, posters, or similar items shall not be placed on the grounds, gates,

- All “after-hours” events, i.e., when the park is normally closed, must be authorized in advance by a Special Use Permit (SUP) approved by the Superintendent.
- Picnic tables rearranged to accommodate groups should be returned to their original location before leaving the pavilion.
- Observations of vandalism, littering, destruction of park property, and the disturbance of plants and wildlife, should be reported to a Park Ranger at the Visitor Center.
- All litter shall be placed in the trash receptacles provided under or near the pavilion.

## **APPENDIX G USE OF SEGWAYS POLICY**

Segways are motorized scooters and, as defined under 36 C.F.R. § 1.4, are motor vehicles. Pursuant to 36 C.F.R. § 1.5(a), 4.10(a) the Park has imposed an interim restriction on the use of motorized scooters, including Segways, from all areas within the park.

However, as stated in NPS Management Policies Section 8.2.4 and in Director’s Order 42, the National Park Service is committed to all reasonable efforts to ensure that programs, facilities, and services are accessible to people with disabilities. As recommended by NPS Management Policy, the park will allow the use of Segways by park visitors requiring mobility assistance.

Any park visitor requiring mobility assistance is permitted to use Segways throughout the park. This will include all structures, facilities, park roads, parking areas, sidewalks, trails, and boardwalks when Segways are used for the sole purpose of mobility assistance. The use of Segways, as outlined above, must adhere to the following:

- a) No person under 16 years of age may operate a Segway in the park.
- b) A person shall operate Segways in a safe and responsible manner so as not to endanger park visitors or themselves. Maximum speed on roadways and in parking areas will not exceed 10 M.P.H.; maximum speed on sidewalks, trails, and boardwalks will not exceed 5 M.P.H.; maximum speed in structures and facilities will not exceed 3 M.P.H.
- c) A person operating a Segway on a sidewalk, while crossing a roadway in a crosswalk or on any other surface shall have all the rights and duties applicable to a pedestrian under the same circumstances, except that the Segway operator must always yield to pedestrians.