**Read all application instructions (at the end of this application) as well as all conditions of the authorization before completing and submitting the application.** Some parks have additional requirements for businesses that offer services to visitors relating to the safety and welfare of the visitors and protection of the resources. These requirements may include applicable operating licenses, certificates showing proof of training, operating plans, emergency response plans, group size limitations, etc.

**1.** Service for which you are applying:*[attach diagram, attach additional pages, if necessary, include locations within the park, frequency, estimated number of participants (per trip and annually), number of vehicles, support equipment (trailers, generators, etc.)]*

**2.** Will you be providing this service in more than one park? **Yes** [ ]  **No** [ ]  *If “Yes”, list all parks and services provided.*

**3.** Applicant’s Legal Business Name:[*Include any additional names (DBA) under which you will operate.]*

**4. Owner and** Authorized Agents:*(Give the name(s) of the owners and name(s) of the persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.)*

**5.** Mailing Addresses

 **PRIMARY CONTACT INFORMATION** *(Dates to contact you at this address, if seasonal.      )*

 Address:

 City, State, Zip:

 Email:       Website:

 Day Phone:       Evening Phone:       Fax:

**ALTERNATE CONTACT INFORMATION** *(Dates to contact you at this address, if seasonal.      )*

*If same as “Primary Contact Information, check here [ ]  and go to question 6.*

Address:

City, State, Zip:

Email:

Website:

Day Phone:       Evening Phone:       Fax:

**6.** What is your Business Type? *(Please check one below)*

[ ]  Sole Proprietor

[ ]  Partnership *(Print the names of each partner. If there are more than two partners, please attach a complete list of their names.)*

 Name:

 Name:

[ ]  Limited Liability Company

[ ]  Corporation

[ ]  Non-Profit *(Please attach a copy of your IRS Ruling or Determination Letter)*

[ ]  Other

**7.** Business License – State and Number:       Expiration Date:

**8.** Employer Identification Number (EIN)**:**

**9.** Liability Insurance**:**

 Provide proof of liability insurance. We recommend obtaining an Acord form from your insurance provider. The CUA operator must maintain General Liability insurance naming the United States of America as additional insured. Minimum coverage amount is $500,000 per occurrence. Some activities will require increased coverage or other types of liability insurance; see Park-Specific CUA Insurance Requirements (“Attachment A”).

1. Will your business operate vehicles/vessels/aircraft within NPS boundaries?

Yes [ ]  No [ ]

*Information for vehicles/vessels/aircraft chartered from and operated by another company is NOT required. If “Yes,” please give a description of each vehicle. Use additional paper, if necessary.*

| **Make/Model of Vehicle** | **Year** | **Max # Passenger Capacity** | **Own/Rent/Lease** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

| **Make of Aircraft** | **Tail Number** | **Max # Passenger Capacity** | **Own/Rent/Lease** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

| **Make/Model of Vessel** | **Registration # or****USCG Documentation** | **Length** | **Max # Passenger Capacity** | **Own/Rent/Lease** |
| --- | --- | --- | --- | --- |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**11. Additionally Required Documentation:**

 Parks may require proof of licenses, registrations and certificates, etc. Provide copies of additionally required documentation identified in “Attachment B”.

**12. DOI Employment:**

 Are you, your spouse, or minor children employed within the U.S. Department of the Interior?

Yes [ ]  No [ ]  If “Yes”, please provide information below:

Employee Name:       Title:

Bureau or Office where employed:

If you selected yes, to 12., please contact your servicing ethics office for further guidance prior to submitting this form. A list of servicing ethics offices can be found at, https://www.doi.gov/ethics.

**13. Violations:** To your knowledge, have you, your company, or any current or proposed employees been convicted or fined for violations of State, Federal, or local law within the last 5 years? Are you, your company, or any current or proposed employees now under investigation for any violations of State, Federal, or local law or regulation? See instructions.

 Yes [ ]  No [ ]  *If “Yes”, please provide the following information. Attach additional pages, if necessary.*

 Date of violation or incident under investigation:

 Name of business or person(s) charged:

 Please identify the law or regulation violated or under investigation:

Please identify the State, municipality, or Federal agency that initiated the charges:

Additional Detail (optional):

(Results) Action Taken by Court:

**14.** **Fee:** Please include the Application Fee as outlined in Attachment B.

1. **Signature:**

False, fictitious or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this application. Authorized Agents must attach proof of authorization to sign below.

 *By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate.*

Signature Date

 Printed Name Title

## NOTICES

**Privacy Act Statement**

**Authority:** The authority to collect information on the attached form is derived from 16 U.S.C. 5966, Commercial Use Authorizations.

**Purpose:** The purposes of the system are (1) to assist NPS employees in managing the National Park Service Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Providing your information is voluntary, however, failure to provide the requested information may impede the processing of your commercial use authorization application.

**Paperwork Reduction Act Statement**

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (54 USC 101911). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your ability to offer the services requested and to notify the public what services you will offer. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has assigned control number 1024-0268 to this collection.

**Estimated Burden Statement**

We estimate that it will take approximately 2.5 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242, Reston, VA 20192. Please do not send your completed form to this address; but rather to the address at the top of the form.

The following explanations correspond directly with the numbered items on the Application Form. Please read this entire document prior to completing the application. Include the nonrefundable application fee when submitting this application.

**COMMERCIAL USE AUTHORIZATION APPLICATION INSTRUCTIONS**

1. Enter the service you are proposing to provide. These are the services which are currently approved in the park:
	1. Guided Hiking- day and overnight
	2. Guided Horseback Rides
	3. Horse Packing Trips
	4. Guided Bicycle and E-bike Tours
	5. Guided Motor Vehicle Tours- on any road in the park
	6. Guided Canyoneering and Climbing
	7. Photographic Workshops
	8. Environmental and Wilderness Education
	9. Shuttle Services
	10. Guiding bison hunters across Swap Canyon and Spring Canyon access to reach legal hunting areas (Henry Mountain Resource Area)
	11. Camping Equipment Rental Services

If the service you are proposing to provide is not a currently approved service listed above, contact the park CUA office at the number above.

1. Respond “No” or list other parks where you will be providing this service.
2. Enter the legal name of your business. If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.
3. Give the name(s) of owners and name(s) of persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.
4. Provide contact information for both the main season and the off-season. Your contact information may also be published in the NPS Commercial Services Directory.
5. Check the box that identifies your type of business.
6. If the state in which you operate or the state where your business is domiciled requires a state business license, provide the state, license number and year of expiration.
7. Provide your Employer Identification Number (EIN). The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The NPS will not collect SSNs, only EINs. The EIN is issued by the Internal Revenue Service. You may receive a free EIN at [http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/How-to-Apply-for-an-EIN](http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/How-to-Apply-for-an-EIN). We will use the EIN that you provide as needed to collect debts.
8. Provide proof of General Liability Insurance naming the United States of America, as additional insured in the amounts designated in the application. Provide proof of vehicle/vessel/aircraft liability insurance if you own, rent, or lease vehicles/vessels/aircraft and transport visitors by those means or if those owned, rented, or leased vehicle/vessel/aircraft are engaged in providing the service (i.e., hauling horses used in the activity). Insurance companies must be rated at least A- by the most recent edition of A.M. Best’s Key Insurance Reports (Property-Casualty edition) or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch). You may be subject to additional insurance requirements. Refer to “Attachment A”.
9. Provide a description of each owned, rented, or leased vehicle/vessel/aircraft you will utilize during the course of the proposed commercial service. Information for vehicles/vessels/aircraft chartered from and operated by another company is not required.
10. Provide copies of additional documentation as required by “Attachment B”.
11. Indicate if you, your spouse, or parent (if you are a minor child) is employed by the U.S. Department of the Interior (Department). Departmental ethics regulations at 5 C.F.R. § 3501.103(c) prohibit Department employees, their spouses, and minor children, from acquiring or retaining permits, leases, and other rights in Federal lands granted by the Department. This prohibition includes any commercial use authorization to conduct commercial activities or services on Department property.
12. Provide details if your business or business owners or current employees or proposed employees have been convicted or are currently under charges for violation of State, Federal, or local law or regulation in the last 5 years. Do not include minor traffic tickets.
13. Include payment of the Application Fee - $100.00 See “Attachment ” B.
14. Please sign and date your application. If the person SIGNING this application is an Authorized Agent for the business, proof of signing authority must accompany this application.

Attachment A: Insurance Requirements

Attachment B: List of Approved Services, Additionally Required Documentation, and Fee Information

**Additional Information:** The National Park Service has terms and conditions on all commercial service agreements. The following terms and conditions will apply to all Commercial Use Authorizations. There may be additional terms and conditions based on the services provided. These may include but are not limited to limits on locations, times, group size, and employee licenses and certifications and providing such information to the park superintendent for approval.

## CONDITIONS OF THIS AUTHORIZATION

1. False Information: The holder is prohibited from knowingly giving false information. To do so will be considered a breach of conditions and be grounds for revocation: [RE: 36 CFR 2.32(a) (3)].
2. Legal Compliance: The holder shall exercise this privilege subject to the supervision of the area Superintendent. The holder shall comply with all applicable laws and regulations of the area and terms and conditions of the authorization. The holder must acquire all permits or licenses of State or local government, as applicable, necessary to provide the services described above, and, must operate in compliance with all applicable Federal, State, and local laws and regulations, including, without limitation, all applicable park area policies, procedures and regulations. All vehicles/vessels/aircraft are required to be registered and the operators are required to have the proper licenses to operate them commercially, as required by law or regulation.
3. **Employee Conduct:** The holder must ensure that its employees are hospitable and exercise courtesy and consideration in their relations with the public. The holder must establish appropriate screening, hiring, training, safety, employment, termination and other policies and procedures. The holder must review the conduct of any of its employees whose action or activities are considered by the holder or the Director to be inconsistent with the proper administration of the Area and enjoyment and protection of visitors and must take such actions as are necessary to correct the situation. The holder must maintain, to the greatest extent possible, a drug free work environment.
4. Rates: The holder shall provide commercial services under this authorization to visitors at reasonable rates satisfactory to the area Superintendent.
5. **Operating Conditions:** The holder shall provide the authorized commercial services to visitors under operating conditions satisfactory to the area Superintendent.
6. Liabilities and Claims: This authorization is issued upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the holder, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this authorization or occasioned by any occupancy or use of said premises or any activity carried on by the holder in connection herewith, and the holder hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents, and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.
7. Insurance: Holder agrees to carry general liability insurance against claims occasioned by the action or omissions of the holder, its agents and employees in carrying out activities and operations under this authorization. The policy shall name the United States of America as additional insured. Holder agrees to have on file with the park copies of the above insurance with the proper endorsements.
8. CUA Fees: At a minimum, the holder shall reimburse the park for all costs incurred by the park as a result of accepting and processing the application and managing and monitoring the authorized activity. Administrative costs for the application process must be paid when the application is submitted. Monitoring fees and any additional costs incurred by the park to support the commercial activity will be paid annually or on a more frequent basis as determined by mutual agreement between the Holder and the area Superintendent.
9. Benefit: No member of, or delegate to, Congress, or Resident Commissioner shall be admitted to any share or part of this authorization or to any benefit that may arise from this authorization. This restriction shall not be construed to extend to this Contract if made with a corporation or company for its general benefit.
10. Transfer: This authorization may not be transferred or assigned without the written consent of the area Superintendent.
11. Termination: This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the area Superintendent.
12. Preference or Exclusivity: The holder is not entitled to any preference to renewal of this authorization except to the extent otherwise expressly provided by law. This authorization is not exclusive and is not a concession contract.
13. Construction: The holder shall not construct any structures, fixtures or improvements in the park area. The holder shall not engage in any groundbreaking activities without the express, written approval of the area Superintendent.
14. Reporting: The holder must submit annually the CUA Annual Report (NPS Form 10-660) by January 31 for the prior CUA season and also must submit upon request the CUA Monthly Report (NPS Form 10-660A). The holder is to provide the area Superintendent upon request any other specific information related to the holder’s operations that the area Superintendent may request, including but not limited to, visitor use statistics, and resource impact assessments.
15. Accounting: The holder is to maintain an accounting system under which its accounts can be readily identified within its system of accounts classification. This accounting system must be capable of providing the information required by this authorization. The holder grants the United States of America access to its books and records at any time for the purpose of determining compliance with the terms and conditions of this authorization.
16. Visitor Acknowledgment of Risks (VAR): The holder is not permitted to require clients sign a waiver of liability statement or form, insurance disclaimer, and/or indemnification agreement waiving the client’s right to hold the CUA holder responsible for accidents or injury occurring on NPS property. The holder is permitted to request or require a client to sign a form or statement acknowledging risk and/or indicating that certain prerequisite skills may be needed to participate in the commercial activity. The holder must provide the park with the current copy of all forms and/or statements used for this purpose and obtain written approval by the park to use the form and/or statement. A sample Acknowledgment of Risk form may be obtained by contacting the CUA office at 435-425-4101 or by going to the park CUA webpage at <https://www.nps.gov/care/planyourvisit/cuas.htm>.
17. Intellectual Property of the National Park Service: Except with the written authorization of the Director of the National Park Service, the Holder shall not assert any legal claim that the Holder or any related entity holds a trademark, tradename, servicemark or other ownership interest in the words "National Park Service", the initials "NPS", or official name of any unit or part thereof, including but not limited to any facility, logo, distinctive natural, archaeological, cultural, or historic site, within the National Park System, or any colorable likeness thereof, or the likeness of a National Park Service official uniform, badge, logo, or insignia.
18. Nondiscrimination**:** The holder must comply with Applicable Laws relating to nondiscrimination in providing visitor services to the public and with all equal employment opportunity provisions of Title VII of the Civil Rights Act, as amended.
19. **Notification of Employee Rights:** The holder must comply with all provisions of Executive Order 13496 of January 30, 2009, (Notification of Employee Rights Under Federal Labor Laws) and its implementing regulations, including the applicable contract clause, codified at 29 CFR part 471, appendix A to subpart A, all of which are incorporated by reference into this authorization as if fully set forth in this authorization.

## SPECIAL PARK CONDITIONS

COMMERCIAL USE AUTHORIZATION

1. **GENERAL ADMINISTRATIVE REQUIREMENTS**

Permittees are authorized to provide only those services indicated on approved permits.

The maximum group size for backcountry and guided bicycle trips is twelve (12) persons. Permittee employees are included in the total number.

The maximum group size for guided canyoneering trips is eight (8) persons in all technical canyoneering routes not listed in the twelve person areas. The maximum group size of twelve (12) persons are allowed in the following technical canyoneering routes: Cassidy Arch Canyon, Na-Gah, Arch Nemesis, Beaver Bay, Old School, Wives 1,2,3,4,5 & 6. Permittee employees are included in the total number.

Activities of permittees shall be conducted in a manner that does not infringe on the experience of other park visitors.

The National Park Service assumes no obligations to maintain roads or designate areas specifically for permittee’s operations.

The National Park Service will retain the option to establish user allocations in future years as such a time as volume of use may increase to levels where specific controls or use limits must be imposed.

The National Park Service reserves the right to: (a) delay, cancel or schedule any trip, and/or (b) limit the operation of permittees in specific areas or during specific time periods, and/or (c) schedule use of or close any camping area, trail, road or other area of attraction in the interest of preventing adverse environmental or sociological impact, to protect park resources, to ensure visitor safety, to facilitate research projects, or to respond to any unforeseen circumstances that may have an unfavorable impact upon the nature or purpose of such a trip. The National Park Service reserves the right to limit the size (either by vehicle or persons) of any commercial group.

1. **TRANSPORTATION SERVICES** A list of the types, numbers, and gross vehicle weight of vehicles to be used in the park to transport passengers or cargo for tours shall be provided by permittees.

When providing transportation services incidental to operations, permittees and all drivers must obtain all licenses of State or local governments, as applicable, and must operate in compliance with all pertinent Federal, State and local regulations.

1. **ADVERTISEMENTS** Permittees, in its advertisements, signs, statements, brochures, letterhead, and like materials, both oral and written, must not misrepresent in any way the accommodations provided, the status of its authorization, or the area covered by it. Permittees shall not use advertising that attempts to portray it as an agent of the National Park Service, or to use National Park Service symbols, seals or other items of identity.
2. **ACCIDENTS/EMERGENCIES** Permittees are totally responsible for protection and security of their passengers and employees within the park. All accidents resulting in evacuation from the park, death, disappearance, or personal injury requiring a physician’s attention, or property damage over $300 must be reported to the National Park Service as soon as possible. Permittees are also responsible for making reports required by the State of Utah.

Permittees shall conduct an investigation of all other accidents and provide the National Park Service with written documentation of the cause of the accident and steps being taken to prevent recurrence.

Permittees shall notify the nearest National Park Service contact station or uniformed employee of an emergency. Permittees shall assume financial responsibility for search, rescue, evacuation and other associated costs. This may include costs of overtime of NPS personnel, helicopters, search dog services, and other similar services.

Only the Superintendent or his/her authorized representative shall direct the use of aircraft engaged in emergency rescue operations. Aircraft may not land in the park, and supplies may not be air-dropped in the park without the Superintendent’s prior approval.

1. **PROTECTION AND SECURITY** Permittees providing guided tours for the public within Capitol Reef National Park are required to comply with the provisions of permit. The following, in addition to applicable State laws, and regulations contained in Title 36 of the Code of Federal Regulations (National Parks) and other applicable titles of the Code, shall apply to all persons using Federally owned lands commercially in the park:

The destruction injury, defacement, removal or disturbance in any manner of any natural, paleontological, historic or archeological object or structure is prohibited. Permittees shall insure that its employees and clients leave artifacts and objects in place. If Permittees observe signs of vandalism of any kind, they shall notify a park ranger as soon as practical.

Permittees shall comply with the site disclosure policy established by Capitol Reef National Park in accordance with the Archeological Resources Protection Act. Permittees will not disclose the location of archeological sites in the park except the most commonly known and easily protected level one sites which include; Fruita Highway Petroglyph Panels, Hickman Bridge Pit House, Hickman Bridge Granary, Capitol Gorge Rock Images and Pioneer Register. Permittees may contact the Chief Ranger’s office with specific questions regarding site disclosure.

1. **EMPLOYMENT PRACTICES** Permittees shall not employ National Park Service employees, their spouses, or their minor children in any status without prior written approval of the Superintendent.
2. **EMPLOYEE TRAINING** Permittees will ensure that all employees are well informed on at least the following: (a) understanding the provisions of the Commercial Use Authorization and operating plan, (b) first-hand knowledge of the routes to be traveled, (c) the nature and purpose of the National Park Service in general and of the park specifically, (d) the park regulations applicable to all visitors of Capitol Reef National Park.

Trips must be led by a responsible employee who has a good understanding of park rules, regulations and resources; knowledge of the provisions of the Commercial Use Authorization; and sufficient experience in the park to provide the competent leadership in the park necessary to conduct such trips.

1. **SAFETY EQUIPMENT/FIRST AID KITS** A first aid kit will be carried by each group. Each kit must contain a supply of items adequate to treat the number of persons in the group. Items to control bleeding, prevent infection, stabilize a fracture, and provide some relief to discomfort are essential.
2. **LOST AND FOUND** Lost items will be reported to the nearest National Park Service contact station or uniformed employee. Found items must, by regulation, be turned in to the nearest National Park Service contact station or uniformed employee along with information on where and when it was found.
3. **ENTRANCE FEES** When in areas of the park where entrance fees are charged, permittees shall insure that such fees are properly paid for each client.
4. **CLOSURES AND PUBLIC USE LIMITS** Participants are allowed only in those areas of the park where the general public is allowed.

The following areas are closed or restricted as indicated below. Additional locations may be closed or restricted by the posting of appropriate signs.

Behind the Visitor Center, in the employee housing areas, behind locked gates, beyond fences, on service roads, and in construction areas.

Parking and stopping motorized vehicles along park roads is prohibited except at designated parking areas or pull-offs.

1. **SPEED LIMITS** The speed limits for the following areas are established as prescribed below:

Capitol Reef National Park Scenic Drive: 25 or 15 miles per hour, as posted by signs.

Campground areas: 5 miles per hour, as posted by signs.

1. **SEARCH AND RESCUE EXPENSES** Permittees shall pay the cost for any search and rescue efforts the park conducts on their behalf beyond everyday budgeted park expenses.
2. **TRIP ITINERARIES** Prior to each scheduled tour, permittees may be asked to provide the CUA Coordinator with a trip itinerary and all required information on that itinerary.

All guided canyoneering trips require email or written notification to the Park Rangers in advance. Email care\_permits@nps.gov or write on the physical day-use permit (available at the Visitor Center) the following required information: Company name, canyoneering route, number of guests, number of guides, and the estimated start and end time of trip.

1. **MONITORING** The Superintendent has the right to monitor permittees’ activities for compliance with all aspects of this permit. Tour leaders shall carry a copy of the approved CUA and present it to any park official upon request. Monitoring costs may be charged. These costs start when permittees arrive in the area to perform the permitted use and ends when the permitted use is over and permittees leaves the area. A Park Ranger would cost approximately $50.00 per hour of monitoring.
2. **ANNUAL REPORT** Within sixty (60) days after the end of each year from the effective date of this permit, the Permittee shall submit an annual report which summarizes total in-park visitor use and includes gross revenues for the year. For the purpose of this permit, gross revenues are defined as:

The total amount received, realized by, or accruing to the business operator for all sales goods and services provided by the business operator for payment by cash, barter, or credit pursuant to the privileges granted by the permit. This includes income from subsidiary or other operations located outside of lands administered by the National Park Service to the extent that they support operations authorized by the permit.

 Gross receipts generated from subsidiary or other operations located outside of the park that do not participate in the provision of the service will not be included in the calculation of revenues generated under this permit.

## ATTACHMENT A

### CUA Insurance Requirements

**Commercial General Liability (CGL) Insurance**

Liability insurance is required for all CUA holders under the terms of the authorization. Such insurance should be of sufficient scope to cover all potential risks and in an amount to cover claims that can reasonably be expected in the event of serious injury or death. The minimum commercial general liability insurance is $ 2 million aggregate, $1 million per occurrence. Liability insurance policies must name the United States of America as additional insured. The business or person that is providing the service must be the named insured (policy holder). Companies that provide transportation only are not required to have Commercial General Liability as long as the passengers do not disembark.

**Commercial Auto Liability Insurance** is required if a CUA holder transports passengers or uses in the performance of the service in the park owned/leased/rented vehicles. If a CUA holder charters the vehicle and those chartered vehicles are owned and operated by another company, the CUA holder is not required to have Commercial Automobile Liability insurance. The minimum Commercial Auto Liability Insurance for *interstate* passenger transport is:

| **Commercial Vehicle Insurance – Passenger Transport****(bodily injury and property damage)** | **Minimum per Occurrence Liability Limits\*** |
| --- | --- |
| 15 or fewer passengers | $1,500,000 |
| 16 or more passengers | $5,000,000 |

The NPS has not established standard commercial automobile liability minimums for intrastate auto use by CUA holders because each state has unique rules and regulations. Intrastate CUA holders must meet individual state requirements for Commercial Automobile Liability Insurance or the interstate requirements above, whichever are greatest.

If the CUA applicant or holder will use rented or leased vehicles in performance of the authorized service, the applicant or holder must secure appropriate insurance for that rented or leased vehicle in the amount required by the CUA application. Proof of insurance secured directly from the rental or lease company may not be available upon application submission, but applicants are required to provide proof of insurance coverage after application submission upon NPS request.

**Insurance Company Minimum Standards**

The NPS has established the following minimum insurance **company** requirements. All insurance companies must meet the following minimum standards. These standards apply to foreign insurance companies as well as domestic companies.

1. All insurers for all coverages must be rated no lower than A- by the most recent edition of Best’s Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch), unless otherwise authorized by the Service.
2. All insurers for all coverages must have Best’s Financial Size Category of at least VII according to the most recent edition of Best’s Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch), unless otherwise authorized by the Service
3. The insurance ratings must be submitted with the CUA Application. The rating companies do not issue certificates. We require the insurance broker to note this rating in the Certificate. If the rating does not appear on the certificate, the insurance broker must provide it in another document.

**Proof of Insurance Submission**

Applicants must submit proof of insurance with the CUA Application. The proof of insurance must:

* Be written in English with monetary amounts reflected in USD.
* Reflect that insurance coverage is effective at time of CUA Application submission.
* Name as insured the business or person that is providing the service.
* Name the United States as additional insured.
* Reflect a General Commercial Liability Policy with the minimum coverage amount required in the CUA Application.
* Reflect required additional insurances (commercial vehicle, vessel, aircraft, etc.) with the minimum coverage amount required in the CUA Application.
* Include insurance provider rating or provide in separate document.

##

## ATTACHMENT B

**List of Approved Service, Additionally Required Documentation, and Fee Information**

|  |  |  |
| --- | --- | --- |
| AUTHORIZED COMMERCIAL SERVICE | REQUIRED DOCUMENTATION | REQUIRED CUA FEES |
| Guided Hiking - both day and overnight | Copies – Guide’s CPR/First Aid certificationCopies - Proper Insurance MinimumsCopies – Payment through Pay.Gov\* For overnight hiking that requires camping outside of established campgrounds, a backcountry permit is required. | $100.00 – Application Fee$100.00 – Permit Fee |
| Guided Horseback Rides  | Copies – Guide’s current CPR/First Aid credentialsCopies - Proper Insurance MinimumsCopies – Payment through Pay.Gov | $100.00 – Application Fee$100.00 – Permit Fee |
| Horse Pack Trips | Copies – Guide’s current CPR/First Aid credentialsCopies - Proper Insurance MinimumsCopies – Payment through Pay.Gov\* Reservations required 435-425-4111\* Backcountry permit is required. | $100.00 – Application Fee$100.00 – Permit Fee |
| Guided Bicycle Touring and E-bike Touring | Copies – Guide’s current CPR/First Aid credentialsCopies – Proper Insurance MinimumsCopies – Payment through Pay.Gov\* For overnight bicycle tours that requires camping outside of established campgrounds, a backcountry permit is required. | $100.00 – Application Fee$100.00 – Permit Fee |
| Guided Motor Vehicle Tours on any road in the park | Copies – Proper Insurance MinimumsCopies – Payment through Pay.Gov | $100.00 – Application Fee$100.00 – Permit Fee |
| Photographic Workshops | Copies – Guide’s current CPR/First Aid credentials Copies – Proper Insurance MinimumsCopies – Payment through Pay.Gov | $100.00 – Application Fee$100.00 – Permit Fee |
| Environmental and Wilderness Education | Copies – Guide’s current CPR/First Aid credentialsCopies – Proper Insurance MinimumsCopies – Payment through Pay.Gov | $100.00 – Application Fee$100.00 – Permit Fee |
| Guiding Bison Hunters across Swap Canyon and Spring Canyon access to reach legal hunting areas (Henry Mountain Resource Area) | Copies – Guide’s current CPR/First Aid credentialsCopies – Proper Insurance MinimumsCopies – Payment through Pay.Gov | $100.00 – Application Fee$100.00 – Permit Fee |
| Shuttle Services | Copies – Proper Insurance MinimumsCopies – Payment through Pay.Gov | $100.00 – Application Fee$100.00 – Permit Fee |
| Camping Equipment Rental Services | Copies – Proper Insurance MinimumsCopies – Payment through Pay.Gov | $100.00 – Application Fee$100.00 – Permit Fee |
| Guided Canyoneering and Climbing | Copies – Guide’s current CPR/First Aid credentialsCopies - Proper Insurance MinimumsCopies – Payment through Pay.Gov\* Guided canyoneering and climbing require a day-use permit and itinerary be submitted prior to the trip. | $100.00 – Application Fee$100.00 – Permit Fee |