



National Park Service
U.S. Department of the Interior

Shenandoah National Park
Office of the Management
Assistant

3655 U.S. Highway 211E.
Luray, VA 22835
540-999-3500 phone
540-999-3601 fax

Commercial Use Authorization Application- 2010

Please type or print in ink. Answer all questions completely or mark "N/A" if not applicable.

1. APPLICANT'S NAME _____

2. BUSINESS NAME _____

3. *Tax Payer ID# _____

-or-

*Social Security # _____

*Requirement of the 1996 Debt Collection Act. – This number will NOT be made public.

4. ADDRESS _____

5. E-MAIL ADDRESS _____ WEB ADDRESS _____

6. PHONE NUMBER _____ FAX NUMBER _____

7. AS AN APPLICANT, ARE YOU: (Mark one box)

Individual

Non-Profit w/ taxable income

Corporation

Non-Profit w/o taxable income

Partnership/Association

Government/State Agency

Other _____

If you are an INDIVIDUAL OR PARTNERSHIP, are you also a citizen of the United States? Yes No N/A

8. NATURE OF BUSINESS _____

(Brief description of service, e.g. guided bicycle tours, narrated van tours)

9. OPERATING DATES/TIMES (in the park) – Open/close dates; monthly & daily schedule. Use back of form if necessary.

10. WHAT IS THE ESTIMATED DATE YOU PLAN TO BEGIN OPERATING IN THE PARK? _____

11. NAME OF INSURANCE CARRIER/UNDERWRITER: _____

Please attach your original insurance certificate and endorsement.

General Liability Insurance is required covering both bodily injury and property damage as indicated below:

Commercial Transportation in the minimum amount of \$1,000,000 per occurrence.

Guided Hiking in the minimum amount of \$300,000 per occurrence.

Photography workshops in the minimum amount of \$300,000 per occurrence.

Backpacking in the minimum amount of \$300,000 per occurrence.

Bicycling in the minimum amount of \$300,000 per occurrence.

Other – Send Certificate of Liability Insurance – General Liability requirements may be higher than seen here depending on type of proposed activity.

If you **transport clients** within park boundaries, you must also provide verification of **commercial motor vehicle liability insurance** in the amount specified in the table below.

| <u>Vehicle Capacity</u> | <u>Minimum Limits</u> |
|-------------------------|-----------------------|
| Up to 5 passengers | \$ 300,000 |
| 6 - 12 | 500,000 |
| 13 - 20 | 750,000 |
| 21 - 50 | 1,500,000 |
| 51 – 120 | 2,000,000 |

The clause must read: “The United States of America is included as an additional insured/loss payee.”

The certificate(s) holder must be The United States Government, Shenandoah National Park, 3655 US Highway 211 East, Luray, VA 22835.

The certificate(s) must give 30 days advanced written notice in case of cancellation.

() I have enclosed a Certificate of Liability which meets the above requirements.

12. CUA Cost: This fee covers the costs associated with the administrative process of preparing and issuing the CUA, including National Environmental Policy Act and cultural compliance approval if applicable. This fee includes the cost of operating. The CUA fee, if applicable, should be submitted along with your application form. Make your remittance payable to Department of the Interior, National Park Service. The fee for 2009 is \$200.

Permit processing can take four or more weeks. Mail, hand deliver, or overnight your application and supporting documents, using the attached checklist, to:

Shenandoah National Park
Office of the Management Assistant
3655 US Highway 211 East
Luray, VA 22835

All documents must be submitted together in one packet. Faxed applications and documents will not be accepted even from your insurance company.

APPLICATION SUBMITTAL CHECKLIST

All CUA Applications Need to Submit the Following:

- Commercial Use Authorization Applications (Pages 1 &2)
- Certificate of Insurance for General and Automobile Liability (as required in question 11)
- Check made payable to Department of Interior – National Park Service in the amount of \$200 for each commercial use authorization you are requesting.
- Any forms regarding client acknowledgement of risk for review and approval by NPS staff.
- Dates and locations of planned tours, including the maximum number of participants.

Additional Items Needed for Day Hiking, Backpacking or Bicycling CUA's

- Staff Registration Form for each guide and leader who will perform work at Shenandoah National Park – Exhibit B
- Copy of Adult CPR certification Card for each guide and leader who will perform work at Shenandoah National Park.
- Copy of the First Responder or equivalent certificate for at least one guide or leader who will perform work at Shenandoah National Park. **Exception for Photography Workshops, Day Hiking and Bicycling:** Proof of 40-hours of first aid training and certification or equivalent for each guide and leader.

DAY HIKING, BACKPACKING AND BICYCLING STAFF REGISTRATION FORM

Please fill out completely for each leader/guide and mail with application.

Company Name: _____

Name: _____ Date of Birth _____

A. Professional guiding experience:

B. Previously hiked or biked the proposed routes (include names of trails and dates hiked):

Type of First Aid Certification _____

First Aid Certification expiration date: _____ (attach copy of certificate)

CPR Card expiration date: _____ (attach copy of certificate)