William Howard Taft NHS
U.S. Department of the Interior
National Park Service

Special Use Permit (SUP) Procedures and Conditions

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) 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 2006, and other specific requirements imposed by the Superintendent.

Activities requiring a Special Use Permit, include, but are not limited to:

o First amendment rights-related activities

o Commercial filming/photographic activities

o Public meetings

o Non-NPS special events

o Weddings

o Receptions

o Religious services or assemblies

o Commemorative ceremonies

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.

The National Park Service may permit a Special Park Use if the proposed activity will not:

o Interfere with normal park usage

o Constitute a consumptive form of use

o Have undesirable impacts on park resources

o Compromise the historic scene or landscape including historic buildings

o 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:

o Infringement upon the enjoyment and rights of other park visitors

o Traffic congestion

o Injury to non-participants and damage to park property

o Disruption of normal park operations

o Unwarranted risk to participants due to inadequate equipment, lack of qualifications or supervision,
weather or other factors.

Reservations: We accept reservations for up to one year in advance.

Special Use Permit Fees: A non-refundable application fee of $0.00 is required to reserve a date on the park calendar and must be enclosed with your Special Use Permit Application Form. A cashiers check, money order, or personal check should be made payable to the National Park Service with your Social Security Number or Tax Identification Number noted on your check.

If administration of an SUP requires the park to incur additional costs, the Permittee will be assessed those costs in addition to application fee. Additional charges may be incurred for administrative services, overtime, repairing/restoring/cleaning resources, security, or similar costs associated with the event. Any additional costs will be required to be paid at the time of the issuance of the Special Use Permit.

The permittee shall pay the United States for any damage resulting from this use which would not reasonably be inherent in the use which the Permittee is authorized to make of the land described in this permit. Such damages would be billed to the Permittee after the event.

Applications: Complete the Application for Special Use Permit (Form 10-930). Please review and sign
the Terms & Conditions below and submit them with your permit application. These terms & conditions
outline the specific requirements and restrictions of the permit. The permit application requires that you
include either a tax ID number or social security number. This number is required by Federal Code 31 USC 7701c from a person or organization doing business with the Federal government and can be used
to collect and/or report delinquent debt. Mail the completed application as well as the signed terms and
conditions document and the application fee of $0.00 to:

William Howard Taft National Historic Site, Attn: Special Park Uses Coordinator, 2038 Auburn Avenue Cincinnati, OH 45219.

Applications must be received at least two weeks prior to your requested date.

Permits: If your application is approved, a Special Use Permit will be prepared and mailed to you for signature.

Upon receipt, please review, sign and return the permit along with any additional cost recovery fees to our
office for the Superintendent’s signature. After the Superintendent signs the permit, a copy of the permit as well as the signed procedures and conditions packet will be forwarded to you. The approved, signed permit copy must be in your possession at the time of your event.

Terms & Conditions: To maintain park natural and cultural resources and quality visitor experiences the following restrictions and requirements apply to Special Use Permits:

1. The Federal Government, its agents and employees, cannot be held liable for claims for damages or suits for any injury or deaths from any cause

occasioned by the Permittee's occupancy and use of the land and facilities included within the permit.

2. This permit may not be transferred or assigned without the consent of the Superintendent in writing.

3. The Permittee is prohibited from giving false information; to do so will be considered a breach of conditions and be grounds for revocation [Re: 36 CFR 2.32(4)].

4. The area will remain open to the public.

5. 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.

6. Those conducting and participating in events shall maintain good order and proper decorum.

Public safety and general welfare will not be endangered.

7. Special care must be taken not to damage any historic object or structure or natural feature.

8. Permits are issued only for the use of approved areas and during the designated times as outlined in the permit.

9. Park areas will be left in the same condition as before the event.

10. The Permittee and participants will comply with any instructions from an official representative of the park.

11. All traffic direction and crowd control will be the responsibility of the National Park Service.

12. The Permittee and participants will not disturb, adversely effect, alter, damage, or remove any natural/cultural resources, archeological or historic artifacts. Digging, scraping, chiseling or defacing natural features are prohibited.

13. All vehicles (including motorcycles) must be parked in designated parking areas. Carpooling is recommended; parking may be limited in some areas. Handicapped parking restrictions will be enforced.

14. Erecting of banners, signs, etc. is prohibited.

15. Serving of alcohol or any type of bar service is prohibited.

16. The park's copy machine is for government official business only.

17. Violation of the terms and conditions of the permit may result in the immediate revocation of the permit.

18. The use of internet access from non-government computers and non-government employees are prohibited.

Other stipulations may be added depending on the specific nature of your request.

If you have any questions about the application process or your permit, please contact **Special Park Uses Coordinator Kerry Wood at (513) 684-3262, or email: Kerry_Wood@nps.gov.**

Printed name of Permittee: _____

Agreed to by: _____
Permittee Signature/Date

Reviewed:

_____
Special Park Uses Coordinator/Date

Authorized:

_____

Superintendent, William Howard Taft NHS/Date

Approved:_____

NPS Form 10-930
OMB No. 1024-0026
NEW 01/13
Expires x/xx/xxxx

National Park Service
(NPS site name)
(Address)
(telephone number)

Application **for Special Use Permit**

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information**. Allow sufficient time for the park to process your request. A non-refundable processing fee of $xxx.xx 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 and proof of liability insurance naming the United States of America as also insured.

Applicant Name:	Organization Name:
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:

Description of Proposed Activity (attach diagram, attach additional pages if necessary):

Requested Location:

Date(s):

Set up begins: (date and time)	Activity begins: (date and time)	Activity ends: (date and time)	Removal completed (date and time)

Maximum Number of Participants _____ (Please provide best estimate)

Maximum Number of Vehicles _____

Support Equipment (list all equipment; attach additional pages if necessary)

_____

_____

_____

_____

_____

_____

_____

List support personnel (contractors, etc. including addresses and telephones attach additional pages if necessary)_____

_____

_____

_____

Individual in charge of activity on site (include cell phone number) and authorized to make decisions related to the permitted activity:

_____

Is this an exercise of First Amendment Rights?	☐Y	☐N
Are you familiar with/ have you visited the requested area?	☐Y	☐N
Have your obtained a permit from the National Park Service in the past? (If yes, provide a list of permit dates and locations on a separate page.)	☐Y	☐N
Do you plan to advertise or issue a press release before the event?	☐Y	☐N
Will you distribute printed material?	☐Y	☐N
Is there any reason to believe there will be attempts to disrupt, protest or prevent your event?(If yes, please explain on a separate page.)	☐Y	☐N
Do you intend to solicit donations or offer items for sale? (These activities may require an additional permit.)	☐Y	☐N

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or false statements have been given.

Signature _____ Date _____

Printed Name_____ Title_____

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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

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 $ 0.00 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* William Howard Taft National Historic Site *at the Park address found on the first page of this application.*

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NOTICES

Privacy Act Statement: The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number or activities subject to collection of fees by the National Park Service (31 U.S.C. 7701) Information from the application may be transferred to appropriate Federal, State, local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

Paperwork Reduction Act Statement): This information is being collected subject to the Paperwork Reduction Act (44 U.S.C. 3501) to allow the park manager to make a value judgment on whether or not to allow the requested use. All 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 (2460), Washington, D.C. 20240

Notice to Customers Making Payment by Check: When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.