



United States Department of the Interior



NATIONAL PARK SERVICE
Castillo de San Marcos NM
Fort Matanzas NM
1 South Castillo Drive
St. Augustine, FL 32084

IN REPLY REFER TO:
CODE

C3827(CASA)

September 5, 2013

ATTN: All companies anticipating conducting commercial service activities at Castillo de San Marcos or Fort Matanzas National Monuments.

The National Park Service (NPS) has established guidelines for parks to issue a Commercial Use Authorization (CUA). The CUA allows businesses meeting NPS requirements to conduct commercial service activities within the park's boundaries. All businesses meeting the CUA requirements will be issued a permit. This includes any commercial guided tours within the park's boundaries during and after normal business hours (e.g. all educational tour groups, night time ghost tours, Segway tours, etc.).

The Code of Federal Regulations (CFR) Title 36, 5.3 prohibits the engaging in business activity within NPS areas except in accordance with a permit, contract or any other type of written agreement. All businesses that are approved for a CUA will be required to obtain liability insurance. The liability insurance policy must list the U.S. Government as an additional insured.

The cost of obtaining a CUA for one Fiscal year (October 1 – September 30) is \$350.00. A complete copy of the insurance policy must be submitted along with your CUA application and a non-refundable application fee of \$75.00. Once the application and insurance policy has been reviewed you will be issued a letter of acceptance for your CUA. The remaining balance of \$275 must be paid in full before October 1. The CUA application is located on the park website (listed below). Follow the link for *permits* and then *Commercial Use Authorizations*.

www.nps.gov/casa

Effective October 1, 2013, the structure of the Educational Fee Waiver will change and we will be utilizing the National Standard Template. There is a ratio of free adults and chaperones to each child covered under an approved Educational Fee Waiver. Elementary and middle schools ratio will be one (1) free adult/chaperone per five (5) children, high school will be one (1) per ten (10), and college one (1) per ten (10). Additional adults will be charged the \$7.00 entrance fee. We will no longer issue Educational Fee Waivers to commercially guided groups. These groups will be charged \$7.00 per adult and children 15 and younger are free. Please read the CUA for details on how we will invoice your company for these fees. The purpose of the Educational Fee Waiver is to promote student education experience and provide an appropriate level of adult supervision.

The time slots for guided tours of the Castillo de San Marcos National Monument will remain the same. Each CUA holder will be charged a \$20.00 reservation fee for each reserved time period. This is a cost recovery fee for the CUA program, remains unchanged from past years, and is non-refundable and non-transferable.

We will only accept reservations from a CUA holder. This allows us to simplify the reservation process and create less confusion on whom to contact for payment and follow-up if additional information is needed.

If you have any questions, please contact me at (904) 829-6506, extension 223 during the hours of 7:00 AM to 4:00 PM, Monday through Friday or email Lindsey_Phillips@nps.gov

Sincerely,

A handwritten signature in cursive script that reads "Lindsey Phillips". The signature is written in black ink and is positioned above the typed name and title.

Lindsey Phillips
Chief of Administration