



United States Department of the Interior

NATIONAL PARK SERVICE

FORT McHENRY NATIONAL MONUMENT AND HISTORIC SHRINE
HAMPTON NATIONAL HISTORIC SITE
2400 EAST FORT AVENUE
BALTIMORE, MARYLAND 21230-5393



Information for Commercial Use Authorizations

Commercial Use Authorizations allow an individual, group, company, or other for-profit entity to conduct commercial activities and provide specific visitor services within a national park. Examples include but are not limited to: An individual, group, company or other for-profit entity that organizes a visit to the park, and expects to have a representative of the business on site to guide and/or facilitate the group in public areas of the park. An individual, group, or company other than the park that will receive financial gain from the visit.

Under 36 CFR (Code of Federal Regulations) 5.3: Engaging in or soliciting any business in park areas, except in accordance with the provisions of a permit, contract, or other written agreement with the United States, except as such may be specifically authorized under special regulations applicable to a park area, is prohibited. Public Law 105-391 Section 418 gives legal authority for the NPS to collect a reasonable fee for CUA administration and management.

These laws are in place to protect park resources and the general public's right to enjoy those resources without interference from commercial use of the park. The application, and approval process will ensure that commercial use of the site is in compliance with 36 CFR, and permitted, so long as a review of the application determines that the visit(s) are in good faith to the values for which the park was created and not a liability to the federal government. The park superintendent is the approving authority for all CUA's and the permit is valid for that calendar year only.

CUA fees do not cover the daily admission fee for the historic zone at Fort McHenry

Legal Requirements

- Payment of a reasonable fee, such fees to be used, at a minimum, to recover associated management and administrative costs;
- Provision of services in a manner consistent to the highest practicable degree with the preservation and conservation of park resources and values; and
- Limitation of liability of the federal government arising from the commercial use authorization

Each application will be required to submit a Certificate of Liability Insurance, to be set at a minimum of \$1,000,000.00. The United States of America must be listed as the additionally insured, with the certificate holders as follows:

Fort McHenry National Monument and Historic Shrine
2400 E Fort Avenue
Baltimore, MD 21230

Costs

A nonrefundable application fee of \$50.00 must accompany all applications, including renewals. If the requested CUA is approved, a \$150 CUA fee will be applied in order for the permittee and/or company to do business on federal property.

The application fee can be paid by credit card by calling directly to the CUA Coordinator:

Angel Garcia
410-962-4290 ext. 203

The application fee can also be paid by check made out to **DOI-NPS**. A Tax ID must be written on the check as the amount is equal to/over \$50.00. Checks can be mailed to:

Fort McHenry National Monument and Historic Shrine
Attn: Permit Coordinator
2400 E Fort Avenue
Baltimore, MD 21230

CUA Application Process

To allow sufficient time for review and processing, application must be submitted at least **14 days (two weeks)** prior to the event. An application may be submitted up to one year in advance. The application is reviewed by the CUA Coordinator for any conflicts related to the time/date, and is highlighted for key details. The CUA request is then sent to the Superintendent's staff for review.

After this initial review, the CUA is either denied or approved. If approved, a draft is created. This draft lists the accepted details of the business, along with any additional fees that will be charged. If the application is denied, the applicant will be notified in writing with reasons for the denial.

The application is forwarded with the draft for review. If there are questions, they can contact the CUA Coordinator via email, or by calling Fort McHenry: 410-962-4290 ext. 203. If there are no questions and the applicant agrees to abide by all CUA conditions as identified, the CUA is signed and returned to the CUA Coordinator.

When the CUA has been signed by the applicant and all additional forms, such as the certificate of liability insurance, have been submitted, the Superintendent will finalize the permit. The permit and original signatures will be kept at the park, and a copy will be sent to the permittee.

Administrative

All forms associated with a CUA request, including denial, revocations, no-shows, and approvals will be kept on file for seven (7) years. All permits that have been denied, revoked, or otherwise not approved will be filed separately, and will indicate the reason.

The official copy with both signatures (permittee and Superintendent) will be kept in a binder at the Fort McHenry front desk for reference. A copy of the finalized permit will be sent to the permittee, and another copy will be kept on the park's shared drive for viewing and digital storage.

Permittees have 30 days to remit payment for a CUA request after it has been approved

The permittee is responsible for having a copy on hand anytime they or their company is visiting the park