

**National Park Service
 Fort Smith National Historic Site
 301 Parker Avenue, Fort Smith, AR 72901
 (479) 783-3961**



Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee of \$10.00 must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow sufficient time for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of location usage fees and/or cost recovery charges (see attached fee schedule), and proof of liability insurance naming the *United States of America* as also insured.

Enter either a social security number OR a tax ID number: we do not require both.

Applicant Name:	Company/Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Contact name:
Cell phone #:	Telephone #:
Fax #:	Fax#:
Email:	Email:

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

Requested Location(s):

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: Cars _____ Vans/Trucks _____ Busses _____

Support equipment used for your event (list all equipment; attach additional pages if necessary)

List support personnel 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

Have you visited the requested area? Y N

Have you obtained a permit from the National Park Service in the past? Y N

(If yes, provide a list of permit dates and locations on a separate page.)

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? Y N

(These activities may require an additional permit.)

You are encouraged to attach additional pages with information useful in evaluating your permit request including: staging, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, use of any building, site clean-up, etc.

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 statements have been given.

Signature _____ Date _____

Printed Name _____ Title _____

Note: This is an application only, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Your application packet must include the completed application and application fee in the form of a credit card payment, cashier's check, money order or personal check made payable to **National Park Service**. You can submit your packet in person at the park or mail it to the attention of: *Special Park Use Coordinator* at the Park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

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Special Use Permit
Location Usage Fee Schedule

In addition to the \$10 application processing fee, when requesting usage of the following areas for your special use event, the following fees apply. If your application is approved, prior to your event you will be invoiced accordingly.

NPS Staff Monitoring Fees:

Depending on the complexity, size, or nature of an event requiring a Special Use Permit, the National Park Service (NPS) reserves the right to require that NPS staff monitor events taking place anywhere on park property. This is to ensure that park resources are protected and that events are safe and enjoyable. When events take place after normal Visitor Center operating hours (9:00AM – 5:00PM), or when there is a shortage of staffing and overtime is required, the NPS will charge an hourly monitoring fee for overtime cost recovery purposes. The rate is \$35 per hour per NPS staff person assigned. NPS Staff Monitoring fees are charged in addition to application and location usage fees.

Main Building (Visitor Center) Usage Fees:

Between the hours of 9:00AM and 5:00PM

1. Classroom
1-4 hours - \$25
4-8 hours - \$50
2. Conference Room (Library)
1-4 hours - \$25
4-8 hours - \$50

Main Building (Visitor Center) Usage Fees:

Between the hours of 5:00PM and 10:00PM

1-5 hours - \$100
\$35 additional fee per hour per NPS staff assigned to monitor event.
NOTE: After hours events require staffing of at least 2 NPS staff members.

Historic Frisco Railroad Station

Between the hours of 9:00AM and 5:00PM

1-4 hours - \$150
4-8 hours - \$300

Between the hours of 5:00PM and 10:00PM

1-5 hours - \$300
\$35 additional fee per hour per NPS staff assigned to monitor event.
NOTE: After hours events require staffing of at least 1 NPS staff members.

Frisco Railroad Station Parking Lot

Between the hours of 9:00AM and 10:00PM

\$100 for 8 hours
\$25 for each additional hour