



# Special Use Permit Application

## Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** For special events, a non-refundable processing fee must accompany this application, unless the requested use is to exercise your First Amendment rights. 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. Pursuant to the 2010 NPS Interim Regulations, parks have up to 10 days to process a fully executed application that seeks to engage in a demonstration or the sale or distribution of printed matter.

Enter either a SSN or a Tax ID number, we do not require both.

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):

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Requested Location: \_\_\_\_\_

Date(s)

Event set up will begin: (date and time)	Event will begin: (date and time)	Event will end: (date and time)	Removal will be done: (date and time)

Maximum Number of Participants \_\_\_\_\_ (Please provide best estimate)  
 Maximum Number of Vehicles \_\_\_\_\_ (attach parking plan)

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

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

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Individual in charge of event on site (include address, telephone and cell phone numbers):

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- Is this an exercise of First Amendment Rights? Y N
- Are you familiar with/ 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 encourage to attach additional pages with information useful in evaluating you permit request including,** staging, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, site cleanup, 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 false statements have been given.

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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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 credit card payment, cashiers check or money order in the amount of \$100.00 made payable to **National Park Service**. Application and administrative charges are non-refundable. *This completed application should be mailed to Kimberly Pepper-Parker at the Park address found on the first page of this application.*

**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.

## 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. This information collection is required to obtain or retain a benefit. 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 45 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

**Title 18 U.S.C. Section 1001** makes it a crime for any person to knowingly and willfully make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.