



# United States Department of the Interior



NATIONAL PARK SERVICE  
Golden Gate National Recreation Area  
Building 201, Fort Mason  
San Francisco, CA 94123-0022

IN REPLY REFER TO:  
GOGA-BMD

October 15, 2018

Dear Guided Service Operator:

Thank you for your partnership in bringing visitors to our national parks for recreational activities. Your organization has introduced people to park areas as well as encouraged outdoor activity and healthy lifestyles, all of which are important priorities for Golden Gate National Recreation Area (GGNRA). We have reached that time of the year when we will begin accepting renewals for GGNRA's Commercial Use Authorization (CUA) program for Guided Services. The CUA term begins on November 15, 2018 and is valid until November 14, 2019.

We recommend you allow yourself ample time to complete the process. All application packets must be postmarked no later than November 9, 2018. To apply, submit the following materials to GGNRA:

1. CUA Application NPS Form 10-550 with original signature
2. Annual Survey NPS Form 10-660
3. Certificate of Insurance listing "The U.S. Government, National Park Service, Golden Gate National Recreation Area, 201 Fort Mason, San Francisco, CA 94123" as Additional Insured.
4. Check or money order payable to "DOI, National Park Service"  
Total Fee = \$500 Application Fee plus \$75 per Guide ID requested.

Mail materials to:

Golden Gate National Recreation Area  
Attention: Business Management Division  
Building 201, Fort Mason  
San Francisco, CA 94123

Upon approval of your application, GGNRA will email you the official permit for signature. A signed copy must be returned to GGNRA before your requested CUA identification cards will be released.

Thank you again for bringing visitors to our national parks. If you have any questions regarding the CUA application process or the program in general, please contact me at 415-561-4948.

Sincerely,

Jennifer Flores  
CUA Program Manager



## COMMERCIAL USE AUTHORIZATION APPLICATION



**Golden Gate National Recreation Area**  
Building 201, Fort Mason, San Francisco, CA 94123  
Park Contact: Jennifer Flores, CUA Manager  
Phone Number: (415) 561-4948

**The following explanations correspond directly with the numbered items on the Application Form. Please read this entire document prior to completing the application. Include the nonrefundable application fee when submitting this application.**

1. Enter the service you are proposing to provide. These are the services which are currently approved in the park:  
**Guided Services**, and the service you are proposing to provide, **Hiking, Biking, Horseback riding, and/or Kayaking**.
2. Respond "No" or list other parks where you will be providing this service.
3. Enter the legal name of your business. If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.
4. Give the name(s) of persons designated as Authorized Agents for your business. This may include the on-site general manager responsible for day to day operations.
5. Provide contact information for both the main season and the off-season. Over the term of your authorization, it may be necessary to contact you to obtain or share information. Your contact information may also be published in the NPS Commercial Services Directory.
6. Check the box that identifies your type of business.
7. If the state in which you operate or the state where your business is domiciled requires a state business license, provide the license number and year of expiration.
8. Provide your Employer Identification Number (EIN). The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The NPS will not collect SSNs, only EINs. The EIN is issued by the Internal Revenue Service. You may receive a free EIN at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>. We will use the EIN that you provide as needed to collect debts.
9. Provide proof of General Liability Insurance naming the United States of America, as additional insured in the amounts designated in the application. Provide proof of vehicle/vessel/aircraft liability insurance, if required by law, or if visitors are transported by vehicle/vessel/aircraft within the park, or if vehicle/vessel/aircraft are engaged in providing the service (i.e., hauling horses used in the activity). Insurance companies must be rated at least A- by the most recent edition of A.M. Best's Key Insurance Reports (Property-Casualty edition) or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch). Refer to "Attachment B".
10. Provide a description of and registration number of each vehicle/vessel/aircraft you will utilize during the course of the proposed commercial service.
11. Provide copies of all licenses, vehicle/vessel registration, and certificates of training as required by "Attachment A".
12. NPS Management Policy prohibits employees of the NPS and their spouses and minor children from acquiring or retaining any authorization for conducting commercial services in a park area.
13. If your business or business owners or current employees or proposed employees have been convicted or are currently under charges for violation of State, Federal, or local law or regulation in the last 5 years, please give details (does not include minor traffic tickets).
14. Include payment of the Application/Administrative Fee (see "Attachment C" – Fee Schedule and Payment Information).
15. Please sign and date your application. If the person SIGNING this application is an Authorized Agent for the business, proof of signing authority must accompany this application.

Attachment A: List of Approved Services and Required Documentation

Attachment B: Insurance Requirements

Attachment C: Fee Schedule and Payment

**Additional Information:** The National Park Service has terms and conditions on all commercial service agreements. The following terms and conditions will apply to all Commercial Use Authorizations. There may be additional terms and conditions based on the services provided. These may include but are not limited to limits on locations, times, group size, and employee licenses and certifications and providing such information to the park superintendent for approval.

### CONDITIONS OF THIS AUTHORIZATION

1. **False Information:** The holder is prohibited from knowingly giving false information. To do so will be considered a breach of conditions and be grounds for revocation: [RE: 36 CFR 2.32(a) (3)].
2. **Legal Compliance:** The holder shall exercise this privilege subject to the supervision of the park area Superintendent. The holder shall comply with all applicable laws and regulations of the area and terms and conditions of the authorization. The holder must acquire all permits or licenses of State or local government, as applicable, necessary to provide the services described above, and, must operate in compliance with all applicable Federal, State, and local laws and regulations, including, without limitation, all applicable park area policies, procedures and regulations. The commercial services described above are to be provided to park area visitors at reasonable rates and under operating conditions satisfactory to the park area superintendent.
3. **Rates:** The holder shall provide commercial services under this authorization to visitors at reasonable rates and under operating conditions satisfactory to the area Superintendent.
4. **Liabilities and Claims:** This authorization is issued upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the (holder), its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this authorization or occasioned by any occupancy or use of said premises or any activity carried on by the (holder) in connection herewith, and the (holder) hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents, and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.
5. **Insurance:** Holder agrees to carry general liability insurance against claims occasioned by the action or omissions of the holder, its agents and employees in carrying out activities and operations under this authorization. The policy shall name the United States of America as additional insured. Holder agrees to have on file with the park copies of the above insurance with the proper endorsements.
6. **Fees:** The Holder shall reimburse the park for all costs incurred by the park as a result of accepting and processing the application and managing and monitoring the authorization activity. Administrative costs for the application process must be paid when the application is submitted. Monitoring fees and any additional costs incurred by the park to support the commercial activity will be paid annually at the end of the year.
7. **Benefit:** No member of, or delegate to, Congress, or Resident Commissioner shall be admitted to any share or part of this Contract or to any benefit that may arise from this Contract. This restriction shall not be construed to extend to this Contract if made with a corporation or company for its general benefit.
8. **Transfer:** This authorization may not be transferred or assigned without the written consent of the park area Superintendent.
9. **Termination:** This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the park area Superintendent.
10. **Preference or Exclusivity:** The holder is not entitled to any preference to renewal of this authorization except to the extent otherwise expressly provided by law. This authorization is not exclusive and is not a concession contract.
11. **Construction:** The holder shall not construct any structures, fixtures or improvements in the park area. The holder shall not engage in any groundbreaking activities without the express, written approval of the park area Superintendent.
12. **Reporting:** The holder is to provide the park area Superintendent upon request (and, in any event, immediately after expiration of this authorization) a statement of its gross receipts from its activities under this authorization and any other specific information related to the holder's operations that the park area superintendent may request, including but not limited to, visitor use statistics, and resource impact assessments.
13. **Accounting:** The holder is to maintain an accounting system under which its accounts can be readily identified within its system of accounts classification. This accounting system must be capable of providing the information required by this authorization. The holder grants the United States of America and the Government Accountability Office access to its books and records at any time for the purpose of determining compliance with the terms and conditions of this authorization.

- 14. Minimum Wage:** The holder is required to adhere to Executive Order 13658 – Establishing a Minimum Wage for Contractors, as applicable. The implementing regulations, including the applicable contract clause, are incorporated by reference into this contract as if fully set forth in this contract and available at <https://federalregister.gov/a/2014-23533>.
- 15. Visitor Acknowledgment of Risks (VAR):** The holder is not permitted to require clients to sign a waiver of liability statement or form, insurance disclaimer, and/or indemnification agreement waiving the client's right to hold the CUA holder responsible for accidents or injury occurring on NPS property. The holder is permitted to request or require a client to sign a form or statement acknowledging risk and/or indicating that certain prerequisite skills may be needed to participate in the commercial activity. The holder must provide the park with the current copy of all forms and/or statements used for this purpose and obtain written approval by the park. A sample Acknowledgment of Risk form may be obtained by contacting the CUA office at (415) 561-4948 or by going to the park CUA webpage at <https://www.nps.gov/goga/learn/management/cua.htm>.
- 16. Intellectual Property of the National Park Service:** Except with the written authorization of the Director of the National Park Service, the Holder shall not assert any legal claim that the Holder or any related entity holds a trademark, tradename, servicemark or other ownership interest in the words "National Park Services", the initials "NPS", or official name of any unit or part thereof, including but not limited to any facility, logo, distinctive natural, archaeological, cultural, or historic site, within the National Park System, or any colorable likeness thereof, or the likeness of a National Park Service official uniform, badge, logo, or insignia.
- 17. Nondiscrimination:** The holder must comply with Applicable Laws relating to nondiscrimination in providing visitor services to the public and with all equal employment opportunity provisions of Title VII of the Civil Rights Act, as amended.

**IMPORTANT:** Before completing this application, please refer to the Application Instructions to verify that the service you are proposing is an approved commercial service. If the service you wish to provide is **not** listed on the table of approved commercial visitor services, contact us at the number above.





## INSTRUCTIONS COMMERCIAL USE AUTHORIZATION APPLICATION



**Golden Gate National Recreation Area**  
Building 201, Fort Mason, San Francisco, CA 94123  
Park Contact: CUA Manager  
Phone Number: (415) 561-4948

Some parks have additional requirements for businesses that offer services to visitors relating to the safety and welfare of the visitors and protection of the resources. These requirements may include applicable operating licenses, certificates showing proof of training, operating plans, emergency response plans, group size limitations, etc.

1. **Service for which you are applying:** *[attach diagram, attach additional pages, if necessary, include locations within the park, frequency, estimated number of participants (per trip and annually), number of vehicles, support equipment (trailers, generators, etc.)]*
2. **Will you be providing this service in more than one park?** Yes  No  *If "Yes", list all parks and services provided.*
3. **Applicant's Legal Business Name:** *[Include any additional names (DBA) under which you will operate.]*
4. **Authorized Agents:** *(Name and title of owner, and any onsite person authorized to manage the operation or service.)*

**5. Mailing Addresses**

**PRIMARY CONTACT INFORMATION** *(Dates to contact you at this address, if seasonal. )*

Address:

City, State, Zip:

Email:

Website:

Day Phone:

Evening Phone:

Fax:

**ALTERNATE CONTACT INFORMATION** *(Dates to contact you at this address, if seasonal. )*

*If same as "Primary Contact Information, check here  and go to question 6.*

Address:

City, State, Zip:

Email:

Website:

Day Phone:

Evening Phone:

Fax:

**6. What is your Business Type?** *(Please check one below)*

Sole Proprietor

Partnership *(Print the names of each partner. If there are more than two partners, please attach a complete list of their names.)*

Name:

Name:

Corporation: *(State:            Entity Number:            )*

Non-Profit *(Please attach a copy of your IRS Ruling or Determination Letter)*

**7. State Business License Number:**

**Expiration Date:**

**8. Employer Identification Number (EIN):**

**9. Liability and Vehicle Insurance:**

Provide proof of insurance. The CUA operator must maintain General Liability insurance naming the United States of America as additional insured. Minimum coverage amount is \$500,000 per occurrence. Some activities will require increased coverage; see Park-Specific CUA Insurance Requirements (“Attachment B”). Auto Liability insurance is also required at the minimum coverage amounts described below.

<b>COMMERCIAL GENERAL LIABILITY INSURANCE</b>	
Single Purpose Activities (includes day and overnight hiking, photography and art classes, bicycling, and group camping)	\$1,000,000
<b>Vehicle Insurance (bodily injury and property damage)</b>	<b>Minimum per Occurrence Liability Limits*</b>
Up to 6 passengers	\$1,000,000
7 – 15 passengers	\$1,500,000
16 – 25 passengers	\$3,000,000
26+ passengers	\$5,000,000

\* Indicated minimum per occurrence liability limit or minimum State liability requirement in State of operation, whichever is greater.

10. Will your business operate vehicles (car, truck, van, bus, taxicab, vessel, aircraft, etc.) within NPS boundaries? Yes  No

If “Yes,” please give a description of each vehicle. Use additional paper, if necessary. All vehicles are required to be registered and the operators are required to have the proper licenses to operate them commercially, as required by law or regulation.

<b>Make/Model of Vehicle</b>	<b>License Number</b>	<b>Year</b>	<b>Max # Passenger Capacity</b>	<b>Own/Rent</b>

**11. Employee Licenses and Certifications:**

Parks typically require proof of applicable licenses, registrations and certificates of training, such as; valid driver’s or pilot’s license, fishing license, vessel registration, dive certification, CPR certification, or others. Provide copies of licenses and certifications required by “Attachment A”.

**12. NPS Employment:**

Are you, your spouse, or minor children employed within the National Park Service?

Yes  No  If “Yes”, please provide information below:

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

Park and Office Where Employed: \_\_\_\_\_

**13. Violations:**

To your knowledge, have you, your company, or any current or proposed employees been convicted or fined for violations of State, Federal, or local law within the last 5 years? Are you, your company, or any current or proposed employees now under investigation for any violations of State, Federal, or local law or regulation? See instructions.

Yes  No  *If "Yes", please provide the following information. Attach additional pages, if necessary.*

Date of violation or incident under investigation:

Name of business or person(s) charged:

Please identify the law or regulation violated or under investigation:

Please identify the State, municipality, or Federal agency that initiated the charges:

Additional Detail (optional):

(Results) Action Taken by Court:

**14. Fee:** Application Fee: Amount: \$500  
Monitoring Fee: Amount: \$75 # Requested:  
Please include the Application/Administrative Fee as outlined in Attachment C.

**15. Signature:**

False, fictitious or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this application. Authorized Agents must attach proof of authorization to sign below.

*By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate to the best of my knowledge.*

_____	
Signature	Date
Printed Name	Title

**NOTICES**

**Privacy Act Statement**

**Authority:** The authority to collect information on the attached form is derived from 16 U.S.C. 5966, Commercial Use Authorizations.

**Purpose:** The purposes of the system are (1) to assist NPS employees in managing the National Park Service Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Providing your information is voluntary, however, failure to provide the requested information may impede the processing of your commercial use authorization application.

**Paperwork Reduction Act Statement**

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (54 USC 101911). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your ability to offer the services requested and to notify the public what services you will offer. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has assigned control number 1024-0268 to this collection.

**Estimated Burden Statement**

We estimate that it will take approximately 2.5 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242, Reston, VA 20192. Please do not send your completed form to this address; but rather to the address at the top of the form.



**SPECIAL PARK CONDITIONS**  
**COMMERCIAL USE AUTHORIZATION**

**APPENDIX I: SPECIAL PARK CONDITIONS**

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**Definitions**

The following definitions shall apply to the terms found herein:

- **Commercial Use Authorization** – A form of written authorization issued by the Superintendent under which persons are allowed to provide certain commercial services to visitors of the GGNRA.
  - **Holder** - For the purpose of this authorization, the term “Holder” shall mean a person, company and/or corporation to whom this Commercial Use Authorization (CUA) has been issued. This definition shall include employees and/or agents of the person, company, and/or corporation to whom this authorization is issued.
  - **Guided Services** - For the purpose of this authorization, the term “Guided Services” shall mean any type of guided commercial activity provided to GGNRA area visitors for a direct to indirect fee or charge. This definition includes but is not limited to hiking, bicycling, kayaking and equestrian activities, education, instruction, and recreation for groups of all sizes. Operators that offer commercial guided services within the GGNRA Authorized Sites more than four (4) times per year are required to obtain a National Park Service Commercial Use Authorization.
- A. **Acknowledgement** - In accepting this authorization, the Holder acknowledges that the proposed activity, in order to qualify for a Commercial Use Authorization, must bear a direct relationship to the purpose for which GGNRA was established, i.e. visitor understanding and enjoyment of park areas.
- B. **Employee / Agent Responsibility** - The Holder and all participants authorized herein must comply with the conditions of this authorization including all exhibits or amendments or written directions of GGNRA Superintendent. The Holder shall insure that all employees and customers entering GGNRA are informed of all “Special Park Conditions” of this authorization. The Holder may be cited for any violations of the authorization committed by their employee and/or agent while acting under this authorization.
- C. **Insurance** - The Holder shall provide the GGNRA with a Statement of Insurance and Certificate of Insurance for the following at the inception of this authorization and upon renewal of insurance thereafter, and shall provide the GGNRA thirty (30) days advance written notice of any material change in the Holder’s insurance program hereunder.
- 1) The Holder shall provide comprehensive general liability insurance in the amount commensurate with the degree of risk and the scope and size of such activities authorized herein, but in any event, the limits of liability shall not be less than \$1,000,000 per occurrence covering both bodily injury and property damage.
  - 2) If transporting customers, the Holder must notify the CUA Program Manager and the Holder may be required to obtain an additional CUA for Commercial Carriers. The Holder shall provide comprehensive vehicle insurance in the amount commensurate with California Public Utilities Commission (CPUC) standards.
  - 3) The Holder shall provide Statutory Worker’s Compensation and employees’ liability as required by the State of California.
- D. **Use Limits** - It is expressly understood that the Superintendent may impose public use limits based upon his/her authority stated in Title 36 of the Code of Federal Regulations, Section 1.5. It is also understood that possession of this Authorization does not guarantee entry into GGNRA. The Holder is subject to the following use limits specifically:
- 1) Guided Services activities may not block any paths, walkways, bridges, roads, or parking areas.
  - 2) Picnic tables, benches, bridges, trees, bushes, or other fixtures and vegetation may not be incorporated into activities.
  - 3) The posting of balloons, flags, ribbons, signs or other markers is prohibited on and adjacent to all trails.
  - 4) GGNRA staff will occasionally perform maintenance duties that temporarily restrict access to trails, roads, sites or specific areas within sites. In the case of long term maintenance activities, GGNRA will make the best effort to advise the Holder of closures in advance.
  - 5) GGNRA trails, roads and/or sites may be closed or restricted from time to time in response to crowded conditions, special events, natural events, or special park projects to protect resources and assure quality visitor experiences. Guided Services activities will not have access to areas under such circumstances.
  - 6) Established GGNRA roads, trails, shorelines, and parking areas are to be used exclusively for the purpose for which they are designed. All other activities that are contrary to or otherwise inappropriate to the use of designated areas may result in either a citation or the termination of Commercial Use Authorization (CUA), or both.
- E. **Group Size limits and Guide/Participant Ratios** – A minimum of one guide (at least 21 years old) must accompany each group. Group size limits and guide/participant ratios for certain Guided Services activity type are as follows:
- |               |   |
|---------------|---|
| Hiking:       | Group size limit: <b>16</b> participants, not including guide(s)<br>Ratio: 1:8 (at least one guide for every eight participants)  |
| Trail Biking: | Group size limit: <b>6</b> participants, not including guide(s)<br>Ratio: 1:6 (at least one guide for every six participants)     |
| Road Biking:  | Group size Limit: <b>20</b> participants, not including guide(s)<br>Ratio: 1:10 (at least one guide for every ten participant(s)) |
| Kayaking:     | Group size Limit: <b>12</b> (boats), not including guide(s)<br>Ratio: 1:6 (at least one guide for every six boats)                |
| Equestrian:   | Group size Limit: <b>10</b> participants, not including guide(s)<br>Ratio: 1:5 (at least one guide for every five participants)   |

- F. **Biking** – The following terms and conditions apply to all Holders and guides who participate in guided bicycling activities within GGNRA:
- 1) For safety reasons, the maximum group size for bicycles participating in Guided Services activities on roads and routes is twenty (20), not including guide(s). If the group size is larger than twenty participants, the group needs to be divided into smaller subgroups not to exceed twenty participants. To avoid consolidation, subgroups must be staggered no less than fifteen (15) minutes apart.
  - 2) Safety helmets must be worn at all times while conducting bicycling activities.
  - 3) The following speed limits apply for all bicycling activities in GGNRA:
    - I. The maximum speed limit on paved park roads is 35 mph unless otherwise posted.
    - II. The maximum speed limit on graded park roads is 25 mph unless otherwise posted.
    - III. The speed limit for bicycles in developed areas is 15 mph and 5 mph around blind curves on the following:
      - Great Meadow, Fort Mason
      - Lincoln Boulevard Bike Way, Presidio Area A
      - Mason Avenue Bike Path, Crissy Field
      - McDowell Road, Fort Mason
- G. **Kayaking** – The following terms and conditions apply to all Holders and guides who participate in guided kayaking activities within GGNRA:
- 1) Designated areas for put-in and take-out of kayaks are: a) boat ramp at Fort Baker and, b) Crissy Field (East Beach) only. All other areas are prohibited.
  - 2) All kayaking guides must be at a minimum First Aid and CPR certified.
  - 3) All kayaking guides must be able to perform open water rescues and are required to do so when necessary.
  - 4) The following areas are CLOSED to kayaking activities:
    - I. Alcatraz Island shoreline and docks
    - II. Crissy Field wildlife protection area which encompasses: from the west, starting at Fort Point Mine Depot (a.k.a. Torpedo Wharf) eastward to concrete riprap, which lies approximately 700 feet east of former Coast Guard Station, and extending from the northern border of the Promenade northward, including all tidelands, to 100 yards off shore.
    - III. Lobos creek
    - IV. Redwood Creek
    - V. Rodeo lagoon and seasonal inlet
    - VI. Rodeo Lake
- H. **First Come, First Served** – The GGNRA Sites authorized herein are available to Guided Services activities on a first come, first served basis. Scheduling conflicts among competing operators are the responsibility of the individual operators.
- I. **CUA Identification Possession** – The Holder and all agents shall carry a State-issued identification (i.e. valid Driver's License) on their persons at all times when operating Guided Services activities within GGNRA. Guides must also carry a CUA Identification Card provided by GGNRA in addition to proof of current First Aid and CPR certification.
- J. **Health Codes** – The Holder will comply with applicable public health and sanitation standards and codes.
- K. **NPS Leave No Trace** – The Holder agrees to conduct all guided activities in strict accordance to the principles and guidelines of "Leave No Trace" (see Appendix II) and ensures that its employees and clients abide by the same guidelines while in GGNRA.
- L. **NPS Interpretation** – The Holder acknowledges the receipt of NPS Interpretive materials and agrees to incorporate related NPS interpretive information and resource sensitivity awareness into all Guided activities in GGNRA. Additional historical, cultural and natural resource interpretive information may be found on the GGNRA website at: <http://www.nps.gov/goga/historyculture/index.htm> and <http://www.nps.gov/goga/naturescience/index.htm>.
- M. **Behavior and Conduct** - The Holder shall require its agents to exercise courtesy and consideration in their relations with the public and with NPS employees, volunteers or other agents. The Holder will review and correct the conduct of any of its employees or volunteers whose actions or activities are considered by the Service to be inconsistent with the experience, enjoyment, and protection of visitors and stewards of public land.
- N. **Dogs** – Pets and other animals are not allowed on guided activities at any time, with the exception of Service Dogs.
- O. **Damages** - The Holder shall pay the United States for any damage resulting from this use, which would not reasonably be inherent in the use described herein.
- P. **Guides** - All Guides must be properly trained and skilled to perform Guided Services at GGNRA. Guides must be knowledgeable of terrain and current conditions at all times in order to ensure employee and visitor safety. All kayaking guides must be (at a minimum) First Aid and CPR certified. For all other Guided Services activities, at least one guide per group must be currently certified (at a minimum) in First Aid and CPR. Proof of certification must be available and presented upon request.

- Q. **Safety** – The Holder shall take every reasonable precaution to ensure the safety of its clients, its employees, other GGNRA visitors, and GGNRA employees.
- R. **Acknowledgment of Risk** – The Holder shall not require visitors/customers to sign a Waiver of Liability or Indemnification form. The Holder may instead require a signed Acknowledgment of Risk form from visitors, in which case the NPS standard Acknowledgement of Risk form is strongly preferred to other documents.
- S. **Hours of Operation** - NPS hereby authorizes the Holder to operate in GGNRA Authorized Sites for Guided Services activities during publicly posted hours of operation only, unless specifically authorized for after-hours entry by a Special Use Permit issued by NPS.
- T. **Advertising** - Advertising for the authorized activity shall not state or imply endorsement by GGNRA or the National Park Service. Upon request, the CUA Holder will provide GGNRA with copies of advertising brochures and any other materials related to guided activities within GGNRA.
- U. **Emergency Information** – In the event of an emergency, the Holder or any agent must call Park Dispatch at: (415) 561-5656.
- V. **Annual Survey(s)** - The Holder agrees to complete the Annual CUA Survey for Guided Services operations. This survey will be distributed by GGNRA and must be received before a renewal permit will be issued. The Holder also agrees to cooperate in other surveys that may be conducted by GGNRA designed to assist in NPS management actions.
- W. **Nondiscrimination** – The Holder shall comply with all Federal Equal Opportunity laws.

## APPENDIX II: LEAVE NO TRACE

For the responsible enjoyment and active stewardship of GGNRA, the following principles of Leave No Trace must be followed by all permit Holders, guides and their clients:

- A. **Plan Ahead and Prepare**
  - 1) Know the regulations and special conditions for the area you plan to visit.
  - 2) Prepare for extreme weather, hazards, and emergencies.
  - 3) Schedule your trip to avoid times of high use.
  - 4) Visit in small groups. Split larger parties into smaller groups.
  - 5) Repackage food to minimize waste.
  - 6) Use a map and compass to aid in navigation.
- B. **Respect Wildlife**
  - 1) Observe wildlife from a distance. Do not follow or approach them.
  - 2) Never feed animals. Feeding wildlife damages their health, alters natural behaviors, and exposes them to predators and other dangers.
  - 3) Protect wildlife and your food by storing rations and trash securely.
  - 4) Leave pets at home.
- C. **Be Considerate of Other Visitors**
  - 1) Respect visitors and protect the quality of their experience.
  - 2) Be courteous. Yield to other visitors on roads, walkways and trails.
  - 3) Let nature's sound prevail. Avoid loud voices and noises.
- D. **Dispose of Waste Properly**
  - 1) Pack it in, pack it out. Inspect your rest areas for trash or spilled foods. Pack out all trash, leftover food, and litter.
  - 2) Unless utilizing park restroom and/or port-o-potty facilities, all human waste, toilet paper and hygiene products must be packed out.
  - 3) To wash yourself or your eating utensils, carry water 200 feet away from streams, rivers and other natural bodies of water and use only small amounts of biodegradable soap.
- E. **Leave What You Find**
  - 1) Preserve the past: observe, but do not touch, cultural or historic structures or artifacts.
  - 2) Leave rocks, plants and other natural objects as you find them.
  - 3) Avoid introducing or transporting non-native species.
  - 4) Do not build structures, furniture, or dig trenches.

**APPENDIX III: LIST OF GUIDES AND BUSINESS VEHICLES**

**List of Guides**

Please list all guides and/or leaders that the Holder has designated to lead or assist in the conducting of Guided Services activities in the Park (*attach separate sheet if needed*):

<b>Guide's Name (Last, First)</b>	<b>Emergency Phone (include area code)</b>	<b>First Aid Certified (Yes/No)</b>	<b>CPR Certified (Yes/No)</b>	<b>Other Certification(s) (List)</b>

**ATTACHMENT A**  
**Authorized Services & Required Licenses, Registrations and Training Certificates**

AUTHORIZED COMMERCIAL SERVICE	REQUIRED DOCUMENTATION
Guided Services	1. CUA Application NPS Form 10-550 with original signature 2. Annual Survey NPS Form 10-660 3. Certificate of Insurance listing "The United States of America, National Park Service, Golden Gate National Recreation Area, 201 Fort Mason, San Francisco, CA 94123" as Additional Insured. 4. Check or money order payable to "DOI, National Park Service" Total Fee = \$500 Application Fee

**ATTACHMENT B**  
**CUA Insurance Requirements**

**Commercial General Liability (CGL) Insurance**

Liability insurance is required for all CUA holders under the terms of the authorization. Such insurance should be of sufficient scope to cover all potential risks and in an amount to cover claims that can reasonably be expected in the event of serious injury or death. The minimum liability insurance is \$1,000,000. Liability insurance policies must name the United States of America as additional insured. The business or person that is providing the service must be the named insured (policy holder).

**Insurance Company Minimum Standards**

The NPS has established the following minimum insurance **company** requirements. All insurance companies must meet the following minimum standards. These standards apply to foreign insurance companies as well as domestic companies.

1. All insurers for all coverages must be rated no lower than A- by the most recent edition of Best's Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch), unless otherwise authorized by the Service.
2. All insurers for all coverages must have Best's Financial Size Category of at least VII according to the most recent edition of Best's Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch), unless otherwise authorized by the Service
3. The insurance ratings must be submitted with the CUA Application. The rating companies do not issue certificates. We require the insurance broker to note this rating in the Certificate. If the rating does not appear on the certificate, the insurance broker must provide it in another document.

**Proof of Insurance Submission**

Applicants must submit proof of insurance with the CUA Application. The proof of insurance must:

- Be written in English with monetary amounts reflected in USD
- Reflect that insurance coverage is effective at time of CUA Application submission
- Name as insured the business or person that is providing the service
- Name the United States as additionally insured
- Reflect a General Commercial Liability Policy with the minimum coverage amount required in the CUA Application
- Reflect required additional insurances (commercial vehicle, vessel, aircraft, etc.) with the minimum coverage amount required in the CUA Application
- Include insurance provider rating or provide in separate document

**ATTACHMENT C**  
**Fee Schedule and Payment Information**

Application Fee:	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Not Required	Amount: \$500
Monitoring Fee:	<input checked="" type="checkbox"/> Required	<input type="checkbox"/> Not Required	Amount: \$75 per ID Card
Administrative Fee:	<input type="checkbox"/> Required	<input checked="" type="checkbox"/> Not Required	
Other Fee:	<input type="checkbox"/> Required	<input checked="" type="checkbox"/> Not Required	