

NPS Form 10-930
 OMB No. 1024-0026
 NEW 10/00
 Expires 3/31/2016

National Park Service
Governors Island National Monument
 New York, NY 10004
 212.825.3048



Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** Allow **AT LEAST** five (5) business days for processing. A \$100.00 non-refundable processing fee will be required to fully process this application unless the requested use is an exercise of a First Amendment right. 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, a location fee, 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:	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:

Indicate if group is a: **Band** **Choir** **Reenlistment** **Ceremony** **Other**

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

Requested Location: Castle Williams Fort Jay Parade Ground Dock 102 Hay Road Other

Date Requested: _____ Alternate plans in case of bad weather: _____

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)

Press Coverage Expected: Yes No

VIPs Expected: Yes No

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

List Support Personnel (contractors, etc. including addresses and phone numbers; attach additional pages if necessary)

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

- Is this an exercise of First Amendment Rights? Yes No
- Are you familiar with/ have you visited the requested area? Yes No
- Have you obtained a permit from the National Park Service in the past?
(If yes, provide a list of permit dates and locations on a separate page.) Yes No
- Do you plan to advertise or issue a press release before the event? Yes No
- Will you distribute printed material? Yes No
- 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.) Yes No
- Do you intend to solicit donations or offer items for sale?
(These activities may require an additional permit.) Yes No

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: _____

Information provided will be used to determine whether a permit will be issued. Payments can be made through Pay.gov (Payments can also be made through Pay.gov (search for "Governors"; find "Governors Island National Monument Special Use"; click on "Continue to the Form.") Accepted payment methods include Bank Account (ACH), PayPal Account, Dwolla Account, and Debit or Credit Card. Application Fee (\$100.00) and administrative charges (TBD) are non-refundable. This completed application should be emailed to Jonathan_belson@nps.gov or mailed to the National Park Service, Governors Island National Monument, 10 South Street New York, NY 10004 Attn: Jonathan Belson

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.

Paperwork Reduction Act Statement: This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. All the 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 30 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 (2465), Washington, D.C. 20240