



Commercial Use Authorization Requirements for Commercial Bicycle Tour Operators

I. DEFINITION OF COMMERCIAL USE

A commercial use is defined as any or all goods, activities, services, agreements, or anything offered to park visitors and/or the general public for recreational purposes which uses park resources or is undertaken for or results in compensation, monetary gain, benefit, or profit to an individual, organization, or corporation, whether or not such entity is organized for purposes recognized as non-profit under Local, State, or Federal law.

Guided trips or services which collect a fee in excess of the actual personal costs of the trip and/or for payment of other than actual personal trip expenses for guides or leaders are considered commercial trips. This includes nonprofit organizations providing a livelihood for people through provision of these services.

Groups who are part of a school (and can meet the educational fee waiver requirements), church, family, or non-commercial organization are not required to obtain a permit. A non-commercial organization that is recognized under the Internal Revenue Service Code of Federal Regulations as Tax-Exempt and who can show proof that their activity is not taxable for commercial purposes does not need to obtain a Commercial Use Authorization. The organization must submit their request in writing stating why their proposed activity is not taxable and non-commercial to the Division of Concessions at Grand Canyon National Park along with a copy of their IRS determination letter.

II. INTRODUCTION

These requirements will serve as guidelines for commercially guided bike tours on both the North and South Rims at Grand Canyon National Park. These requirements describe operations authorized under the Commercial Use Authorization (CUA). In the event of a conflict between the terms of the CUA and these requirements, the CUA will prevail.

If the commercial operator provides transportation for clients in addition to Bicycle Tours, the operator is required to obtain a CUA for Transportation in addition to a CUA for Bicycle Tours.

CUA's will not be issued to concessionaires to provide services authorized or required to be provided under the terms of current concession contracts.

CUA's are mandatory for conducting commercial trips into Grand Canyon National Park; however, their issuance is a courtesy, not an entitlement. Requests for CUA's are handled in the order received, considering other workload commitments. Four or more weeks should be allowed for this process. Commercial services are not authorized until the CUA is finalized. Prospective permittees should not schedule any commercial trips to the park prior to obtaining a fully executed copy of the CUA.

Failure to obtain and have available for inspection a CUA to provide commercial services into Grand Canyon National Park may subject the commercial operator to penalties as prescribed by law or regulation, including exclusion from the park.

All applicants for a CUA will be required to meet the following requirements prior to issuance of a CUA:

- A. Proof of general liability and automobile liability insurance coverage (Certificate of Insurance) naming the United States Government as an additional insured. Minimum acceptable level of general liability insurance is \$300,000 per occurrence. Minimum acceptable level of automobile liability insurance as required by the State of Arizona.
- B. Payment of all required fees: A non-refundable fee of \$350.00 for application and administration of the CUA, irrespective of the length of the CUA. Entrance fees as required at the Entrance Stations.

- C. Proof of First Aid and CPR Certification (specific information in Section IV. C.)

All applicants must also meet the following conditions:

III. MANAGEMENT, ORGANIZATION, AND RESPONSIBILITIES

- A. **Trip Leader/Guide** - The trip leader/guide will employ a staff with the expertise to operate all services authorized under this CUA. The leader/guide will furnish the park with a list that identifies staff members and their qualifications.
- B. **Park** - The Superintendent manages the total park operation, including CUA's. The Superintendent carries out the policies and directives of the National Park Service. Through park representatives, the Superintendent reviews, supervises, and coordinates commercial activities related to Grand Canyon National Park.

The Concessions staff coordinates the park activities relating to commercial services, and makes recommendations on all commercial operations to the Superintendent. Concessions staff have line authority from the Superintendent to make field decisions, which pertain to commercial operations, and act as liaisons between the permittee and the Superintendent.

Members of the Visitor and Resource Protection Division serve as the direct line of communications to the permittee about backcountry, trail, and corridor use regarding law enforcement, safety, search and rescue, emergency medical services, resource protection, and fire management issues.

IV. STAFFING AND EMPLOYMENT

- A. **Guide/Leader Registration** – The CUA permittee will employ a staff with the expertise to operate all services authorized under this CUA. The permittee shall register all trip leaders and guides with the Superintendent by submitting a Staff Registration Form for each employee working within the park.
- B. **Guide-to-Client Ratios** – All groups will maintain a ratio of not less than one guide for every six clients. Maximum group size is 14, including guides. If the Permittee has staff members participating in a training capacity, those staff members will be counted in the staff/client ratio.
- C. **Guide/Trip Leader Standards/Qualifications** – The following minimum qualifications must be met by each guide/trip leader operating within Grand Canyon National Park:
 1. All trip leaders and guides must possess a valid first aid and CPR certification. Photocopies of current first aid and CPR certification must be submitted with staff registration forms.
 2. Guides must be at least 18 years of age and physically fit.
 3. Guides must be trained in basic safety and resource protection, park rules and regulations, and in the requirements of the CUA and attachments. Previous outdoor experience, including personal familiarity with entire length of trails used (minimum of two trips) is required.

V. OPERATING PROCEDURES

- A. **Trip Leaders/Guides** Each group must have one person identified as the group or trip leader who will remain with the group at all times. If a party is divided into more than one group, each group will have a trip leader. The trip leader will inform the group of all park rules and regulations and has responsibility for the group.
- B. **Orientations** The trip leader must provide an orientation to trip participants about basic bicycling etiquette when traveling on roads and trails, park rules and regulations, safety procedures, resource protection information, litter, human waste, personal safety, and emergencies. The trip leader is responsible for ensuring that the group does not get separated. A map (may be a photo copy) should be supplied to each participant of any hiking trails used. Guides/Leaders will provide their clients with accurate information on a broad spectrum of topics related to the Grand Canyon and national parks, including, but not limited to, geology, wilderness impacts, history, ecology, etc.
- C. **Group size** - Maximum group size is 14 people. There should be no less than one guide/leader for every six people.

VI. ROADS OPEN TO COMMERCIAL BICYCLE USE AND BACKCOUNTRY USE REGULATIONS

A. Approved Locations for Biking – The permittee is authorized to use the following described lands or facilities within Grand Canyon National Park.

Commercial bicycle tours will be on unpaved roads, which are open to the public with the exception of paved roads designated herein; off-road travel is prohibited. The permittee is responsible for organizing and providing reasonable and appropriate trips for their clients' abilities.

The following dirt roads are currently open to commercial bicycle tours and trips and their support vehicles:

South Rim:

1. Rowe Well Road;
2. Pasture Wash Road, from FS 328 to South Bass Trailhead (W-9 and W9-A);
3. Havasupai Point Road, from Pasture Wash Road to Havasupai Point (W-9B);
4. Grandview Entrance Road (E-10) from East Rim Drive to Grandview Entrance; and,
5. Desert View-Cedar Mountain Road (E-14) from Desert View to Cedar Mountain Entrance.

The permittee may access the Village Area via South Entrance Road, Village Loop Road, Center Road, Market Plaza Road, Zuni Way, and Canyon View Bypass Road. The permittee may access Desert View by Highway 64 (Desert View Drive).

North Rim (authorized unless the final Wilderness Management Plan designates they be closed to this activity):

1. Swamp Point;
2. Kanab Point;
3. 150-mile Canyon;
4. Tuweep;
5. Vulcan's Throne;
6. Point Sublime;
7. SB Point;
8. Tuckup Canyon; and
9. W-1A Road

Prohibited areas for commercial bicycle tours and their support vehicles:

Sections of the Arizona Trail not approved above as dirt roads.

Fuller Canyon Road (paved) to Point Imperial and Cape Royal.

All other roads (paved and unpaved), trails, picnic areas and turnouts not otherwise listed herein as approved.

ALL LOCATIONS IN THE PARK NOT SPECIFICALLY IDENTIFIED HEREIN AS AUTHORIZED FOR USE ARE, BY THEIR OMISSION, UNAUTHORIZED

B. Camping – will be allowed for approved in the backcountry for Backpacking Commercial Use Authorization holders, who have a valid backcountry permit for the trip dates. Front country camping at Mather or the North Rim Campground is permitted by commercial groups in designated Group Sites only. Advance reservations required: <http://www.reserveamerica.com/> or 1-877-444-6777.

C. Waste Management – ALL trash must be packed out of the corridor/backcountry and disposed of in an appropriate waste container.

D. Human Waste Management – Groups are required to abide by all park rules regarding proper disposal of human waste in order to prevent the pollution of water sources, the spread of disease, and the aesthetic degradation of backcountry areas. Improper disposal of human waste is a violation of park regulations, and violators are subject to fines. The use of backcountry toilets is preferred. When this is not possible, guides/leaders should provide a

shovel, paper, and zip-lock bags, and instruct their clients to dig a hole six inches deep and to carry out their used paper.

- E. **Fires** – Open wood and ground fires are prohibited, except in designated fire rings in the Mather Campground by groups with campsite reservations. No wood, pinecones, or other natural products may be collected inside the park.
- F. **Cigarette Smoking** – Smoking on trails is highly discouraged. Smokers must use caution when smoking to prevent dropping ashes or embers that might ignite a wildfire. Cigarette butts are trash and must be packed out of the corridor/backcountry for proper disposal. Trip leaders/guides will ensure that cigarette butts are disposed of properly.
- G. **Food** – All food scraps (fruit peels, nut shells, etc.) are considered trash and must be carried out. It is a violation to feed the wildlife, including squirrels.
- H. **Personal Consumption of Wild Edibles** – Gathering of fruits, nuts, berries, edible plants, or plant parts for personal consumption is permitted. Wild edibles or other plant matter may not be gathered for transport outside the park or for commercial purposes.
- I. **Rock Climbing** – Technical rock climbing is prohibited.

VII. EQUIPMENT AND PROCEDURES

- A. **Client Equipment** – Trip leader/guide will ensure that each member of the group has adequate food and water for the proposed itinerary, appropriate footwear, clothing, a bicycle helmet and sun block. A helmet approved by CSPC, ASTM, Snell or equivalent foreign standard for bicycle use must be worn by all participants, including staff, while bicycling inside the park. Recommended additional items include flashlight, map, and a compass.
- B. **First Aid** – A group-size first aid kit will be carried by each group.
- C. **Leader/Guide Equipment** – In addition to the equipment listed above, the trip leader/guide will carry a small shovel, toilet paper, and plastic baggies for appropriate disposal of human waste.

VIII. NOTIFICATION REQUIREMENTS

- A. **Reporting Accidents** – An accident resulting in personal injury, death or property damage shall be reported to the Superintendent, as soon as possible. [36 CFR 2.33, 3.4, 4.4] All motor vehicle accidents resulting in injury, personal/government property damage, or injury to park wildlife or resources must be reported to park law enforcement immediately at 928-638-7805 or by dialing 911. Commercial operators must remain on scene until the arrival of law enforcement officers.
- B. **Separated Passengers / Rescues** – All commercial operators are responsible for providing their clients with the necessary information to locate or contact their group if they become delayed or separated. Commercial operators may not abandon their clients in the park and are solely responsible for making arrangements for their clients to rejoin their group after being separated. Lost or missing clients must be reported to park dispatch as soon as possible and without unnecessary delay, at 928-638-7805.

While self-rescue is encouraged in cases where no additional resources are needed, the National Park Service retains the authority to make the determination to employ additional resources when the situation warrants.

- C. **Health and Sanitation** – The permittee will comply with applicable public health and sanitation standards and codes. The permittee or its employee's are not authorized to use the park's dump stations. The permittee is responsible for the removal of all trash associated with the permittee's visit to the park and is prohibited from depositing commercial waste into park trash containers. The trip leader/guide will promptly report information about any human illness, whether employees or guests, to the Public Health Consultant at 928-638-7355. This information, along with other information received, will be evaluated by the Public Health Consultant to help

identify outbreaks of illness associated with contaminated water or food sources or caused by other adverse environmental conditions.

Application for Commercial Bicycle Tour CUA

To apply for a commercial bicycle tour CUA, complete the Commercial Use Authorization Application and mail with supporting documents, (Certificate of Insurance, staff registration form with copies of guides first aid certification), and permit fee to: Grand Canyon National Park, Attn: Concessions Office, PO Box 129, Grand Canyon, AZ 86023. Telephone inquiries should be directed to the Concessions Office at 928-638-7707 between 8:00 a.m. and 4:00 p.m., Mountain Standard Time, Monday through Friday, excluding Federal holidays. Processing time can take **four or more weeks** depending on the time of year so please plan accordingly.