**The following explanations correspond directly with the numbered items on the Application Form. Please read this entire document prior to completing the application. Instructions will be sent to you regarding the nonrefundable application fee.**

1. Enter the service you are proposing to provide. These are the services which are currently approved in the park:

**Service for which you are applying:**

Climbing Guide Certification Program

 Limited Trip Climbing

 Guided Hiking on Established Trails

 Guided Backpacking

 Guided Front-Country or Back-Country Camping

 Photography Workshop

 Yoga Classes and/or Workshops

 **Off Trail Travel** - ***Please check the box if your company plans to travel off established trails during your Hiking, Backpacking, or CampingTrips while in the backcountry****.* (No additional fee required)

Guided Motorcycle Tours

Guided Bicycle Tours

Catering Services

Guided Horse Back Tours

1. Respond “No” or list other parks where you will be providing this service.
2. 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.
3. 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.
4. 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.
5. Check the box that identifies your type of business.
6. 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.
7. 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](http://www.irs.gov/Businesses/Small-Businesses-%26-Self-Employed/How-to-Apply-for-an-EIN). We will use the EIN that you provide as needed to collect debts.
8. 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”.
9. Provide a description of and registration number of each vehicle/vessel/aircraft you will utilize during the course of the proposed commercial service.
10. Provide copies of all licenses, vehicle/vessel registration, and certificates of training as required by “Attachment A”.
11. 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.
12. 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).
13. Include payment of the Application/Administrative Fee $465.00 (see “Attachment C” – Fee Schedule and Payment Information).
14. 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.

**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.
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: 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.
7. Benefit: No member of, or delegate to, Congress, or Resident Commissioner shall be admitted to any share or part of this authorization or to any benefit that may arise from this authorization. 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 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 authorization 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 760-367-5518.
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, service mark or other ownership interest in the words "National Park Service", 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.

**SPECIAL PARK CONDITIONS**

COMMERCIAL USE AUTHORIZATION GUIDED SERVICES

18. The permit is NON-TRANSFERABLE.

19. The Authorization is only issued to the permittee named is Section 2 Authorization Holder Information. The permit is only for the company and its employees/guides, and cannot be transferred to another contractor and/or subcontractor. A finding of allowing contractors/subcontractors use of this authorization will result in a citation for failing to comply with the conditions of this permit. The contractor and/or subcontractor can be citied for providing a commercial service without authorization (36 CFR 5.3) and may result in losing this CUA or RSU for non-compliance condition #8 to the permittee named in Section 2 Authorization Holder Information. Each of the contractors and/or subcontractors must have their own CUA and/or RSU Permit.

20. This Permit covers published routes/areas/locations only.

21. Bolting is prohibited in anchor-free zones.

22. Climbing within 50 feet of any rock art is prohibited.

23. **Certificate Requirements** – 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 policies, procedures and regulations. The commercial services described above are to be providing to park visitors at reasonable rates and under operating conditions satisfactory to the park Superintendent.

24. All tools, vehicles, and equipment must be clean and free if invasive and exotic weeds.

25. Holding a special event without a separate special park use permit is not authorized. The event must be located within the approved location from the Special Park Uses Office.

26. **Riding in Backcountry and Wilderness Area**- Comply with “Seven Principles”: (1) Plan ahead and prepare, (2) Travel and camp on durable surfaces, (3) Dispose of waste properly, (4) Leave what you find, (5) Minimize campfire impacts, (6) Respect wildlife, (7) Be considerate of other visitors.

27. **Backcountry and Wilderness Area** – NO motorized vehicles may be operated in wilderness. NO motorized or mechanical equipment may be operated in the wilderness. Vehicles will only use existing roads or previously disturbed areas outside of wilderness. Permittee shall not in any way damage vegetation or wildlife. Parking along the roadway may only occur on previously disturbed sites/shoulders and not block or imped any traffic safely driving by.

28. **Desert Tortoise** - When the desert tortoise is active above ground, all participants must exercise the utmost in care to prevent injury or death to tortoises. A threatened species, this reptile is susceptible to crushing by automobile and foot traffic. Juvenile tortoises are particularly vulnerable; that are soft shelled, slow moving, and difficult to see because of their small size and drab coloring. Tortoises are particularly active in the early mornings, evenings, and during the day when temperatures are mild (mid 70’s – 80’s). They are frequently seen on or near paved road areas. All participants must be informed of and comply with these conditions. The desert tortoise is protected by law. It is illegal to disturb a tortoise or its habitat in any way. This includes touching, handling, moving, or possessing a tortoise.

29. The holder shall not engage in disturbing or moving of rocks, fallen trees, picking flowers, handling, feeding, or disturbing wildlife. Grabbing, collecting, and removing such resources while conducting tours in the park violates park resources management policy and will result in fines, citations, and removal of this permit.

30. Collecting plants, animals, mineral specimens, or artifacts within the park is prohibited.

31. NO digging into the ground with hands or tools is authorized. This will fines, citations, and removal if this permit.

32. Collecting, digging, or defacing of historic or prehistoric artifacts is prohibited. The holder shall not engage in disturbing or moving of rocks, or fallen trees, picking flowers, handling, feeding, or disturbing of wildlife.

33. **Feed/Weeds Control** – It is required that you use pellet feed while in the park. We recommended that stock animals be fed pellet feed for several days prior to your arrival. This will greatly assist in preventing the spread of exotic grasses in the park’s ecosystem. You must provide your own water, as there is not any available at Ryan Campground. Manure must be removed prior to your departure from trailheads and campgrounds.

34. NO firewood collecting. All campfires must be pre-existing fire ring or self-contained unit with a metal bottom or fire pan. No evidence of a campfire should remain unattended. There may be a period of time when the NPS imposes additional fire restrictions.

35. **Leave No Trace** – Leave No Trace principles shall be taught and practiced at all times under this permit.

36. **Medical Situations** – Every visit to the National Park there must be at least one guide or group leader must have a current First Aid and CPR Training Completion Certificate. FOR EMERGENCIES call the park’s 24 hour emergency dispatch at (909) 383-5651 or use the Direct-to-EMS phone located at Hidden Valley Campground, Indian Cove Ranger Station, or call 911. Any accident occurring under Holder’s operations requiring medical attention must be reported within 24 hours to the Ranger Activities Office at (760) 367-5547. A copy of the certificates should be submitted to the Office of the Special Park Use Coordinator and on file.

37. **Audio Effect/Level** – Permittee will comply with all noises regulations. The 36 Code of Federal Regulations (26 CFR) 2.12 (a)(1) prohibits the playing of audio devices in a manner that exceeds a noise level of 60 decibels at a distance of 50 feet. No amplified music or public address systems are allowed.

38. **Notices and Advertising** – The display, sale of dissemination of printed material, electronic media, artifacts, merchandise of any other item is strictly prohibited (Re: 36 CFR 2.52 & 5.1)

39. **Banners and Posters** – The permittee and participants will not attach, erect, place, hang, anchor, or display any banner, streamer, posters, or any other object on park resources.

40. **Food Services** – Holder will comply with applicable public health, sanitation standard, and codes. Clean up shall be done after stop for breaks and meal service. Food service with catering must comply with and meet US Food and Health inspections standards for adequate sanitation requirement. Catering companies are required to obtain a Special Use Permit for delivery of food in Joshua Tree National Park.

41. **Consuming Alcoholic Beverages** – The Holders must understand that consuming alcoholic beverages or controlled substances will be prohibited while conducting operations and/or guiding services in park.

42. **Vehicle Idling** – If commercial vehicles are used to transport clients in and out of the park, those vehicles must unload passengers using a safe area and exit the park until time for loading all passengers again. Idling of vehicles engines adds unnecessary exhaust fumes to the air and diminishes the enjoyment by visitors of the peace and tranquility of the park; therefore engines must be shut down when not underway. Parking in park boundaries is allowed only in appropriate designated parking areas.

43. Any harassment and/or threats to any National Park Service Employee by the Holder or Holder’s Guides will result in the suspension and/or revocation of this permit.

44. **Adhere of Public Traffic Law**: Permittee will ensure his/her and all guides to adhere with all applicable law, vehicle code, and regulations. Failure to do so will lead to revocation of this permit.

45. The Holder is to provide the park Superintendent with a list of authorized guides who will be covered under this permit.

46. At least one support staff must possesses current First Aid/CPR certificates or equivalent certificates in each trip. A copy of the certificate should be submitted to the Office of Special Park Uses.

47. **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 required, if applicable, in the minimum coverage amounts described below.

| **COMMERCIAL GENERAL LIABILITY INSURANCE** |
| --- |
| Single Purpose Activities (includes day and overnight hiking, photography and art classes, bicycling, and group camping) | $500,000 |
| **Commercial Vehicle Insurance – Passenger Transport****(bodily injury and property damage)** | **Minimum per Occurrence Liability Limits\*** |
| 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 (for intrastate operations only).*

48. **Violation of Permit Conditions** – Violation of any park regulation or the terms of this authorization will result in the suspension of privileges granted by the authorization.

49. **Front-Country Camping** - Group campsites are available at Sheep Pass, Indian Cove and Cottonwood with no more than 3 sites for each permittee holder per trip.  **Group site reservations** can be made through Recreation.gov or at

(1-877-444-6777) up to five months in advance from the 5th day of each month. Permit Holders should camp at group campsites whenever sites are available. Sites reserved must be physically occupied for overnight staying. If you have reserved sites and unable to come, you need to release all sites reserved at the earliest time for cancel your reservation. Resale or auction of advance reservation is prohibited.

50. Permittees may also camp at Black Rock Canyon and Indian Cove family campsites by reservationwith groups not to exceed 12 people. **Camping at Hidden Valley, Ryan, Belle and White Tank Campgrounds is limited to Sunday through Thursday nights. This excludes holidays and holiday weeks such as Easter break.**

51. Permittees under the CUA or RSU program will need to provide the assigned permit number when making reservations with Recreation.gov. Reserved campsites must physically occupied for overnight staying. A copy of your permit should be with each group leader at all times while working in the Park.

Permit Holders are encouraged to use these group camps if you have more than 12 people in each of the group sites. Under 12 people, you may camp in two family sites.

**PERMITTEE CAMPING GUIDELINES**:

1. Indian Cove Group Sites: May occupy no more than 3 sites per holder
2. Indian Cove Family Sites: May occupy no more than 25 individual sites
3. Sheep Pass Group Sites: May occupy no more than 3 sites per holder
4. Cottonwood Group Sites: May occupy no more than 2 sites per holder
5. Blackrock Campground: May occupy no more than 25 individual sites

52**.** **Back-Country Camping** - The field staff of the licensee is responsible for knowing all the backcountry regulations and the backcountry zones according to the Backcountry/Wilderness Management Plan (BWMP), adopted by the Superintendent’s Compendium of May 27, 2004. This also includes but is not limited to the day use boundaries, closed areas, fire regulations and the camping rules and regulations of the park.

All permittees utilizing the park grounds must provide the park with an itinerary not later than 7 days prior to arrival date. This should include where the group is going, what are the program activities, planned camp sites, cache sites (if applicable), total number of participants, duration in park, and group leader names. The itinerary may be emailed or faxed to the Office of Special Park Uses at: 760-367-5586 (fax) OR Jeannie\_Wilson@nps.gov

53**.** **Refuse and Supply Caches -** Permittees should not use the park trash dumpsters for their refuse. This includes boxes, crates and containers for their resupply. Individual waste is allowed to be deposited in park provided dumpsters.

Supply cache sites should not be visible to the general public. They should be well marked with the date and the permittee’s name. All supply caches should be retrieved within seven days of use.

54. **Area Restrictions and Scheduling:** The Superintendent reserves the right to delay or cancel any trip, limit the operation of the permittee in a specific area or during a specific time period, close any camping area, trail, road, or climbing routes in the interest of preventing adverse environmental or sociological impact to the park resources, or visitor safety, to facilitate research projects, or respond to any unforeseen circumstances. If at all possible the permittee will be notified in advance of these actions.

Currently, permittees conducting climbing activities are prohibited from using the following rock formations on weekends, holidays, and holiday weeks:

(a) Quail Springs Picnic Area (Trashcan Rock)

 (b) Feudal Wall (Indian Cove)

 (c) Short Wall (Indian Cove)

 (d) Pixie Rock (Indian Cove)

55. **Caching Guidelines**

Caching in Joshua Tree National Park is discouraged whenever an alternative is available. Leaving property unattended for longer than 24 hours is prohibited by Code of Federal Regulations 36, Part 2. Caches can be vandalized and damaged by the environment and can be a visual impact to visitors. Caches can detract from the scenery, attract wildlife and create a nuisance to other park visitors. Commercial Use Authorization Holders operating in the backcountry who wish to leave caches such as extra water, food, fuel and certain types of equipment necessary for the trip will do so at their own risk and must be authorized by their permit. Whenever possible, caches should be in parked vehicles at backcountry boards or delivered person to person at a predetermined location. When caches must be deposited in the backcountry, all permittees must utilize the following guidelines:

- The application for the Commercial Use Authorization (CUA) must specify the need for caching and the locations where caching will be requested.

- Caching permitted by the CUA must be secured so as not to be visible by other visitors to the park.

- Water containers must be without leaks. Leaking water containers can entice bees as well as other wildlife to the site.

- No caching should be done in any way in which any wildlife, burrows, dens, nests, plants, archaeology or historical features would be disturbed.

- No digging, moving of resources, piling of rocks or other artificial manipulations of resources is allowed for covering or hiding the cache.

- Caching will not be allowed near any water source, historical, cultural or archaeological site, nature trail, picnic grounds or any place where the public or wildlife is likely to gather.

- Caching if necessary and approved by the permit may be done in areas such as sandy washes out of view of other visitors, rock outcrops where there are no designated trails or climbing routes established; or by cache vehicles making drop-offs to a member of the permittee’s group.

- Caches may not be left in the field for more than 24 hours without prior authorization and must be clearly labeled including company name, date/time placed, and date/time of intended pickup. Labels must be adequately secured to the cache.

- Food must be placed in odor-proof and animal-proof containers.

- “Property determined to be left unattended in excess of a 24 hour period of time without being designated by permit may be impounded by the superintendent.” 36 CFR 2.22 Impounded property may result in revocation of permit.

56. **Benefit** – Neither Members of, nor Delegates to Congress, or Residents Commissioners shall be admitted to any share or part of this authorization or derive, either directly or indirectly. Any pecuniary benefit to arise there from; provided, however, that nothing herein contained shall be construed to extend to any incorporated company, if the authorization be for the benefit of such corporation.

57. During the performance of this permit, the Permittee agrees that it will not discriminate against any person because of race, color, religion, sex, or national origin. The Permittee will take affirmative action to ensure that applicants are employed without regard to their race, color, religion, sex, or national origin.

58. **A hard copy of this Authorization Permit must be in possession of the holder or its guides whenever conducting business in Joshua Tree National Park. Failure to have permit on hand will result in a $500.00 citation.**

59. The Holder is responsible for submitting a Monthly Use Report (Form 10-660A) to the Park Special Use Office as condition of permit renewal requirement.

60. The Holder is responsible for submitting an Annual Use Report (Form 10-660) to the Park Special Use Office as condition of permit renewal requirement.

61. The Holder must acquire all permits or licenses of States 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, a;; 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.

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.)*

Climbing Guide Certification Program

 Limited Trip Climbing

 Guided Hiking on Established Trails

 Guided Backpacking

 Guided Front-Country or Back-Country Camping

 Photography Workshop

 Yoga Classes and/or Workshops

 **Off Trail Travel** - ***Please check the box if your company plans to travel off established trails during your Hiking, Backpacking, or CampingTrips while in the backcountry****.* (No additional fee required)

Guided Motorcycle Tours

Guided Bicycle Tours

Catering Services

Guided Horse Back Tours

**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:

[ ]  Limited Liability Company: *(State:       Entity Number:      )*

[ ]  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 required, if applicable, in the minimum coverage amounts described below.

| **COMMERCIAL GENERAL LIABILITY INSURANCE** |
| --- |
| Single Purpose Activities (includes day and overnight hiking, photography and art classes, bicycling, and group camping) | $500,000 |
| **Commercial Vehicle Insurance – Passenger Transport****(bodily injury and property damage)** | **Minimum per Occurrence Liability Limits\*** |
| 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 (for intrastate operations only).*

1. 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.*

| **Make/Model of Vehicle** | **License Number** | **Year** | **Max # Passenger Capacity** | **Own/Rent** |
| --- | --- | --- | --- | --- |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

| **Make of Aircraft** | **Tail Number** | **Max # Passenger Capacity** | **Own/Rent** |
| --- | --- | --- | --- |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

| **Make/Model of Vessel** | **Registration Number or USCG Documentation** | **Length** | **Max # Passenger Capacity** | **Own/Rent** |
| --- | --- | --- | --- | --- |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

**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:** Please include the Application/Administrative Fee as outlined in Attachment C.

1. **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.

**Attachment A: Fee Schedules and Payment:**

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| **Fee Type** | **Due Date** | **Amount** |
| Application Fee | With application (non-refundable) | $120.00 |
| Administrative Cost  | With application (non-refundable)  | $195.00 |
| Monitoring Fee: | With application | $150.00  |
| Open Season: | Application will be accepted from February 01, 20XX of the current year until June 01, 20XX of the current year. Applications submitted after June 01, 20XX will incur a late fee charge.  | N/A |
| Late Fee: | Applications submitted after June 01, 20XX will incur a late fee charge. | $100.00 |

**Payment Information:** Payments are made by credit card via Pay.gov. Permit numbers will be assigned once your completed application is reviewed and instructions will be sent for making your payment online. **Attachment B: Application Checklist and Leader Qualifications and Certification.***Please include all items with your application. Please do not send incomplete applications*\_\_\_\_ Complete Application and Checklist (this form)\_\_\_\_ Operating Plan \_\_\_\_ Promotional Literature/trip itinerary/fee rates (website link will be accepted to meet this requirement) \_\_\_\_ Instructor Certifications \_\_\_\_ Accreditation or Certification, if applicable (for rock climbing guides/class instructors) \_\_\_\_ Emergency Plan**Leader/Guides Qualifications and Certification:** The permittee shall guarantee the competency of the leaders/guides of their trips, both as to ability and knowledge in the activity they are permitted to conduct. Minimum qualifications for backpacking, hiking, scrambling and rock climbing must include: (a) Current Standard First Aid or equivalent (b) Current Standard CPR  (c) All other required training completion certificates  (d) Knowledge of the use of minimum impact practices pertaining to desert ecosystems (e) Knowledge of all applicable National Park Service rules and regulations.When you completed Attachment F of this application, copies of the First Aid and CPR cards for guides/leaders must be submitted accordingly along with your application.  |

**Attachment C: Requirement of General Liability Insurance Policy Certificate:**

Applicants obtaining an CUA will be responsible for knowing and abiding by those items listed in the Policy for Commercial Use Authorization Holders, the General Guidelines (5.2 Special Park Use Guideline of July 15, 2004), and the Reservation policy for CUA/RSU campground use.

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| Requirement of Certificates must specify that the insurance company shall have no right of subrogation against the United States of America. The additional named insured endorsement (RCL-99-13). On the face of the insurance policy, it shall be read as the following: **United States Of America****Joshua Tree National Park****74485 National Park Drive****Twentynine Palms, CA 92277-3597****Attachment D:** Details and Description of Park Portion of the Tour: (Please include lodging locations and dates, and dates visiting specific parts of the park. Use an additional page if necessary.)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Attachment E: Guide Information**

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| **Name of Tour Leader/Guides** | **Expiration Date of CPR Certification\*** | **Expiration Date of First Aid Certification\*** |
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\*Tour leaders/guides shall possess current American Red Cross Standard First Aid and CPR certification, or an equivalent or higher level of certification. In order to be considered “equivalent” the course must include classroom/hands-on instruction and must be accredited.**Attachment F: Monthly Report and Trip Itinerary Notification** |
| The Joshua Tree National Park Monthly Use Report (form 10-660A) will be required of all Permit holders by quarterly following activity in the park via fax or email. Application packages can be sent to the following address:  Joshua Tree National Park Attn. Special Use Permit 74485 National Park Drive Twentynine Palms, CA 92277  |
| Or email: Jeannie\_Wilson@nps.gov**Note: Itineraries and Monthly Use Reports can be accepted via email or fax at: 760-367-5586. Questions pertaining to the CUA permitting process may be directed to the Special Park Use Office at (760) 367-5518.**  |
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