

**National Park Service**  
**Little River Canyon National Preserve**  
**Russell Cave National Monument**  
**4322 Little River Trail NE, Ste. 100**  
**Fort Payne, AL 35967**  
**(256) 845-9605**



## Application for Special Use Permit

Please supply the information requested below. **Attach additional sheets, if necessary, to provide required information.** A nonrefundable processing fee of \$50.00 must accompany this application unless the requested use is an exercise of a First Amendment right. You must allow 10 business days for the park to process your request; check with the park for guidelines. You will be notified of the status of the application and the necessary steps to secure your final permit. Your permit may require the payment of cost recovery charges and proof of liability insurance naming the United States of America as also insured.

Enter either a social security number OR a tax ID number: we do not require both.

Applicant Name:	Company/Organization Name:
Social Security #:	Tax ID #
Street/Address:	Street/Address:
City/State/Zip Code:	City/State/Zip Code:
Telephone #:	Contact name:
Cell phone #:	Telephone #:
Fax #:	Fax#:
Email:	Email:

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

Requested Location(s):

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DATE(S)

Set up begins: (date and time)	Activity begins: (date and time)	Activity ends: (date and time)	Removal completed (date and time)

Maximum Number of Participants \_\_\_\_\_ (Please provide best estimate)

Maximum Number of vehicles: (attach parking plan)

\_\_\_\_\_ Cars    \_\_\_\_\_ Vans/lt.trucks    \_\_\_\_\_ Utl.vans/trucks    \_\_\_\_\_ Buses/oversized vehicles

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

List support personnel including addresses and telephones; attach additional pages if necessary

Individual in charge of activity on-site (include cell phone number) and authorized to make decisions related to the permitted activity:

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Is this an exercise of First Amendment Rights?  Y  N

Have you visited the requested area?  Y  N

Have you obtained a permit from the National Park Service in the past?  Y  N

(If yes, provide a list of permit dates and locations on a separate page.)

Do you plan to advertise or issue a press release before the event?  Y  N

Will you distribute printed material?  Y  N

Is there any reason to believe there will be attempts to disrupt, protest or prevent your event? (If yes, please explain on a separate page.)  Y  N

Do you intend to solicit donations or offer items for sale?  
(These activities may require an additional permit.)  Y  N

**You are encouraged to attach additional pages with information useful in evaluating your permit request including:** staging, sound systems, parking plan, security plans, sanitary facilities, crowd control, emergency medical plan, use of any building, site clean-up, etc.

The applicant by his or her signature certifies that all the information given is complete and correct, and that no false or misleading information or statements have been given.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

**Note:** This is an application only, and does not serve as permission to conduct any special activity in the park. The information provided will be used to determine whether a permit will be issued. Send the completed application along with the application fee in the form of a credit card payment, cashier's check, money order or personal check made payable to **National Park Service** and send

to Little River Canyon National Preserve at the Park address found on the first page of this application.

If your request is approved, a permit containing applicable terms and conditions will be sent you. The permit must be signed by the responsible person and returned to the park for final approval by the Park Superintendent before the permitted activity may begin.

**Notice to Customers Making Payment by Personal Check:** When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

## NOTICES

**Privacy Act Statement:** The Privacy Act of 1974 (5 U.S.C. 552a) provides that you be furnished with the following information in connection with information required by this application. This information is being collected to allow the park manager to make a value judgment on whether or not to allow the requested use. Applicants are required to provide their social security or taxpayer identification number for activities subject to collection of fees and charges by the National Park Service (31 U.S.C. 7701). Information from the application may be transferred to appropriate Federal, State, and local agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

**Paperwork Reduction Act Statement:** We are collecting this information subject to the Paperwork Reduction Act (44 U.S.C. 3501) to provide the park managers the information needed to decide whether or not to allow the requested use. All applicable parts of the form must be completed in order for your request to be considered. You are not required to respond to this or any other Federal agency-sponsored information collection 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 other aspect of this form to the Information Collection Clearance Officer, National Park Service, 1849 C Street NW. (1237), Washington, D.C. 20240

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

## Frequently Asked Questions

**Q. What is the timeline to submit for a permit?**

A. The park requests 10 business days in advance for events with less than 75 people; 30 business days in advance for events with more than 75 people.

**Q. Where do I mail or take the permit application to?**

A. Mail or take the permit application to: Little River Canyon National Preserve, 4322 Little River Trail NE, Ste. 100, Fort Payne, AL 35967. You can call (256) 845-9605 for directions or questions about the application.

**Q. Do I need to have the approved permit with me at the event?**

A. Yes, you must have the permit on site at the time of the event.

**Q. If my event is cancelled; do I get my \$50.00 back?**

A. No, the \$50.00 processing fee is non-refundable.

**Q. Will the cost be more than the \$50.00 processing fee?**

A. Possibly, if park staff had to monitor the event, or if resources could be damaged or affected in any way. The cost would be determined and you would have to pay the amount before the permit was issued.

**Q. Can I have alcohol at my event?**

A. No, alcohol is not allowed within park boundaries.

**Q. Will I have to clean up after the event?**

A. Yes, if you do not, there may be additional charges or even fines.

**Q. Can I have rice at my wedding?**

A. No, rice cannot be thrown at the bride and groom, it is a danger to the wildlife.

**Q. Can I have tents at my event?**

A. Only free standing tents are allowed. There can be no ground disturbance.

**Q. Can I have music at my event?**

A. Yes, but the sound has to be at a level as to not disturb or interfere with the enjoyment of other visitors.

**Q. Will you limit visitation to the area requested for my event to include only my guests?**

A. No, we will not prohibit other visitors from enjoying the area; but most people are respectful of events.

**Q. When will I know the permit is ready?**

A. Park staff will contact you and have you come in and sign the permit. A copy will be made and you will receive the original.

**Q. When do I have to pay the fees?**

A. All fees must be paid before the permit is issued.