



APPLICATION INSTRUCTIONS COMMERCIAL USE AUTHORIZATION

Please read this entire document prior to completing the application. This application will not be processed without all the required information.

1. Enter the name(s) of persons applying for a Commercial Use Authorization (CUA) permit to operate pedicabs on the National Mall and Memorial Parks in the box on Line 2. If you are applying for a CUA as a business, please enter the name of the business.
2. Line 3 please provide the name of the company who owns and insures the pedicab you are riding. If you are a business, the owner and any direct employee (who is paid a salary and covered by Workman's' Compensation insurance) may be listed under the CUA for the business in the box.
3. Provide your personal contact information on Line 4. 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.
4. Check the box that identifies your type of business in Line 5. If you are an individual, you are likely to be a Sole Proprietor.
5. Provide proof of \$1M in General Liability Insurance naming the United States of America, National Park Service, National Mall and Memorial Parks, 900 Ohio Dr SW, Washington, DC 20024 as additionally insured in the amounts designated in the application. Your application will not be processed until proof of Insurance has been received. It may be sent via email to **karl_gallo@nps.gov**, or mailed to:
**National Mall and Memorial Parks
Concessions Department
900 Ohio Dr SW
Washington, DC 20024**
6. 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. Please fill in the appropriate box on Line 8.
7. If you (or your business for business owners) have been convicted or are currently under charges for violation of any State, Federal, or local law or regulations in the last 5 years, please provide the requested information on Line 9. (does not include minor traffic tickets).
8. ~~Provide~~ Provide payment of the 2016 CUA Permit Fee of \$200.00 using the website pay.gov as indicated on Line 10. If the CUA ID card is lost/stolen, a replacement card will cost \$25.00.
9. ~~Pedicab~~ Pedicab operators who were issued a 2015 CUA permit will not be issued a 2016 permit until the total gross receipts earned, the total number of trips taken, and total number of passengers carried on all trips within the National Mall and Memorial Parks in 2015 have been provided.
10. Please sign and date your application and return with required documentation via email to **karl_gallo@nps.gov** or to the address listed at the top of the application form .
11. 2016 Pedicab CUA permits are valid from date of issue until 2/28/17.

Completed Applications should be emailed to karl_gallo@nps.gov or mailed to the address at the top of the application form along with a copy of current driver's license, and a copy of the certificate of insurance for \$1M in general liability coverage if you are the insuring party for the pedicab. Applications will not be processed until a payment of \$200.00 has been received through pay.gov.



PAYMENT INSTRUCTIONS COMMERCIAL USE AUTHORIZATION

1. On a computer or mobile device go online and visit www.pay.gov
2. Once at pay.gov, in the search box in the upper left hand corner, type "National Mall".
3. This will give you a few options. Select the "Continue to the Form" button under either "National Mall & Memorial Parks CUA" (if you are using a computer) or "National Mall & Memorial Parks CUA – MOBILE" (if you are using a mobile device).
4. The next page provides an overview of pay.gov. Select "Continue to the Form"
5. Fill in all the information on the form. For Commercial Use Authorization # in the box next to "NAMA-" please put "PC-XXX (your permit number)" for example if your number from last year was 001, then you would put "PC-001" in the box. If you did not have a permit number last year or are unsure what it was, please contact the Concessions Office at **(202) 619-6370** or **karl_gallo@nps.gov** and your permit number will be provided. Please fill in the rest of the form to its entirety and click "Continue".
6. Select a payment option and click "Next"
7. Follow the remaining instructions on the website, and if you are unsure of something or have any problems, please do not hesitate to contact the Concessions Office.



APPLICATION FORM COMMERCIAL USE AUTHORIZATION

**DEPARTMENT OF THE INTERIOR
National Park Service
National Mall and Memorial Parks**

Attention: Concessions Department
900 Ohio Drive SW
Washington DC 20024

(1) **Service for which you are applying :**
Pedicab Tours and Transportation operated on the National Mall and Memorial Parks
Note: This service is not offered in most National Parks and separate authorizations must be awarded from each Park location.

(2) **Applicant** (Legal Business Name and DBA)

(3) **Authorized Agents** (Pedicab company name or person insuring pedicab.)

(4) **Mailing Address:**
PRIMARY CONTACT INFO
*Address: _____
*City, State, Zip: _____
*Email: _____
Website: _____
Day Phone: _____ Evening Phone: _____
Fax: _____ *Cell Phone: _____
*Items marked with asterisk are mandatory

(5) **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.)

Corporation: (State: _____ Entity Number: _____)
 Limited Liability Corporation: (State: _____ Entity Number: _____)
 Non-Profit (Please attach a copy of your IRS Ruling or Determination Letter)
 Other (Specify)

(6) **Insurance**

Provide proof of insurance. The CUA operator must maintain General Liability insurance naming the United States of America, National Park Service as an **additional insured**. Minimum coverage amount is \$1,000,000 per occurrence.

(7) **NPS Employment**

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

Yes No **If Yes, please complete below:**

Employee: _____

Title: _____

Park and Office where employed: _____

(8) **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: _____

(9) **FEE: 2016 Pedicab CUA Permit/CUA ID fee = \$200.00.
Replacement CUA ID = \$25.00**

Pedicab CUA fees will be paid on line at Pay.gov. Pay.gov is a convenient, safe method to pay your fees owed via ACH (automatic bank withdrawal), Debit or Credit Card.

(10) Provide a copy of your current driver's license with this application. Applications without copies of current, valid U.S. driver's licenses will not be processed.

(11) **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

The CUA Holder is encouraged to provide information to park visitors about National Mall and Memorial Parks that is relevant and includes park themes, as well as information about the mission of the National Park Service. Information about the park is available at <http://www.nps.gov/nama> or from any ranger.

Completed Applications should be emailed to karl_gallo@nps.gov or mailed to the address at the top of this form, a copy of your current driver's license, along with a copy of your certificate of insurance for \$1M in general liability coverage. Applications will not be processed until payment of \$200.00 has been received through pay.gov.

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 to locations, times, group size, and employee licenses and certifications.

CONDITIONS OF THIS AUTHORIZATION

1. 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. 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. 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.
4. Any Pedicab operated under this CUA must be covered by a valid commercial general liability policy, with a Pedicab endorsement on the vehicle being operated, in the amount of \$1,000,000 combined single limit, applying to bodily injury and property damage claims, and underwritten by a United States company naming the United States of America (National Park Service, National Mall and Memorial Parks) as additional insured. The CUA Holder agrees to maintain the insurance, with proper endorsements, throughout the duration of this Authorization. The CUA Holder further agrees to ensure that current copies of such insurance, with proper endorsements, are on file with the park.
5. Costs incurred by the park as a result of accepting and processing the application and managing and monitoring the authorization activity will be reimbursed by the holder. Administrative costs and estimated costs for activities onsite must be paid when the authorization is approved. If any additional costs are incurred by the park, the holder will be billed at the conclusion of the authorization.
6. Benefit – Neither Members of, nor Delegates to Congress, or Resident Commissioners shall be admitted to any share or part of this authorization or derive, either directly or indirectly, any pecuniary benefit to arise therefrom: 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.

7. This authorization may not be transferred or assigned without the written consent of the park area Superintendent.
- 8. This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the park area Superintendent.**
9. 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.
10. 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.
11. The holder is to provide the park Concessions Chief at the end of each calendar year (or immediately after expiration of this authorization) the yearly total of the gross receipts and visitor use statistics including the number of trips and total number of visitors transported from their activities under this authorization. Failure to provide all requested information will result in loss of privileges.
12. 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.

**APPENDIX
SPECIAL PARK CONDITIONS
PEDICAB: OPERATING PROVISIONS**

- A) CUA ID cards must be worn by the permit holder and be visible at all times while operating a Pedicab within the National Mall and Memorial Parks. A lanyard and ID badge holder will be provided each time a CUA permit is issued. The fee for the reissue of a replacement CUA ID card is \$25.00.
- B) A copy of the signed CUA permit form and these provisions must be carried at all times by the CUA Holder while operating within the National Mall and Memorial Parks.
- C) The CUA Holder must carry a current valid government issued photo ID at all times while operating within the boundaries of the National Mall and Memorial Parks.
- D) The commercial services described in this authorization are to be provided to park area visitors at reasonable rates and under operating conditions satisfactory to the park superintendent.
- E) CUA permitted Pedicab operators must be dressed in a professional manner at all times. At a minimum wearing a shirt and suitable footwear is required for all pedicab operators within the park.**

- F) *Pedicab Definition* – Generally the definitions under the District of Columbia Regulation 18 DCMR 9901 have been adopted by the National Mall and Memorial Parks for all federal parkland under its authority.

Pedicab – a bicycle with a single frame that connects two (2) rear wheels and one (1) front wheel that is designed to be ridden by one (1) or more persons, that transports, or is capable of transporting, passengers on seats attached to the bicycle, and that is used for transporting passengers for hire.

Bicycle - a device which is propelled solely by human power; which is designed to be ridden by one (1) or more persons; which has a saddle or seat for each person that the device is designed and equipped to carry; which has a tandem arrangement of two (2) wheels (or is a device generally recognized as a bicycle though equipped with two front or rear wheels); and which has either one wheel at least twenty inches (20 in.) in diameter or is designed to be ridden on a roadway. This shall not include any device equipped with a motor or engine capable of propelling such device either exclusively or in combination with human power, whether or not such motor or engine is in actual operation. (D.C. Law 1-110).

In accordance with 36 CFR 1.4 (a), the National Mall and Memorial Parks Superintendent’s Compendium , Section 1.1 defines **Bicycle** as every device propelled solely by human power upon which a person or persons may ride upon land having one, two, or more wheels, except a manual wheelchair. A **Motor Vehicle** means every vehicle that is self-propelled and every vehicle that is propelled by electric power but not operated on rails or upon water, except a snowmobile and a motorized wheelchair.

1. Since a Pedicab is defined as a bicycle that may be propelled solely by human power, pedicabs with a motor of any kind (including “electric start or assist motors”) are not allowed to operate on the National Mall and Memorial Parks.
2. Pedicabs with motors shall be deemed to be a motor vehicle and by definition will not be issued a Commercial Use Authorization for providing public commercial transportation within the National Mall and Memorial Parks.

- G) *Pedicab Safety Requirements* – Generally most provisions under the District of Columbia Regulation 18 DCMR 1213 have been adopted by the National Mall and Memorial Parks for all federal parkland under its authority. The DCMR citation is shown for cross-reference purposes only.

Each Pedicab shall meet the following safety requirements:

1. Any Pedicab operated by a CUA Holder must be a commercially available manufactured unit with a unique “Vehicle Identification Number” (VIN) stamped into the frame. Pedicabs not meeting this condition that are otherwise inspected and approved or licensed for use by the District of Columbia may be utilized to transport passengers under this CUA.
2. No bicycle or tricycle may operate as a Pedicab by pulling any kind of cart, trailer or other enclosed seating contraption behind the bicycle or tricycle.
3. The Pedicab shall be equipped with: [18 DCMR 1213.3(c)(1)-(7)]
 - i. Passenger seat belts (either one (1) seat belt for each passenger or one (1) seat belt that covers all passengers);
 - ii. Hydraulic or mechanical disc or drum brakes, which shall be unaffected by rain or wet conditions;
 - iii. At least one (1) and no more than two (2) battery-operated head lamps capable of projecting a beam of white light for a distance of three hundred feet (300 ft.) in front of the Pedicab, under normal atmospheric conditions at the times that use of the head lamp is required;
 - iv. Battery-operated tail lamps mounted on the rear of the Pedicab, which, when operated, shall emit a red beam of light visible from a distance of five hundred feet (500 ft.) to the rear, under normal atmospheric conditions at the times that

- v. use of the head lamp is required;
 - vi. Turn lights;
 - vii. A bell or other device capable of giving a signal audible for a distance of at least one hundred feet (100 ft.); and
 - viii. Reflectors on the spokes of the wheels of the Pedicab.
4. A triangle shaped Slow Moving Vehicle (SMV) emblem which conforms to the American National Standard S276.7, shall be affixed to the rear of the Pedicab as follows:
- i. As close to the center as possible; and
 - ii. No less than two feet (2 feet) and no more than six feet (6 feet) above the roadway surface as measured from the lower edge of the emblem.

H) *Pedicab Operating Requirements* – Generally most provisions under The District of Columbia Regulation 18 DCMR 1213 have been adopted by the National Mall and Memorial Parks for all federal parkland under its authority. The DCMR citation is shown for cross-reference purposes only.

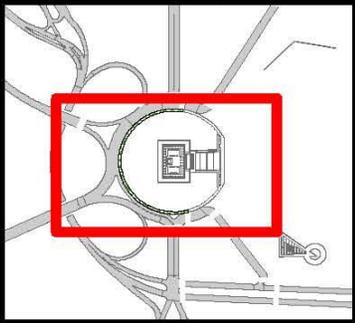
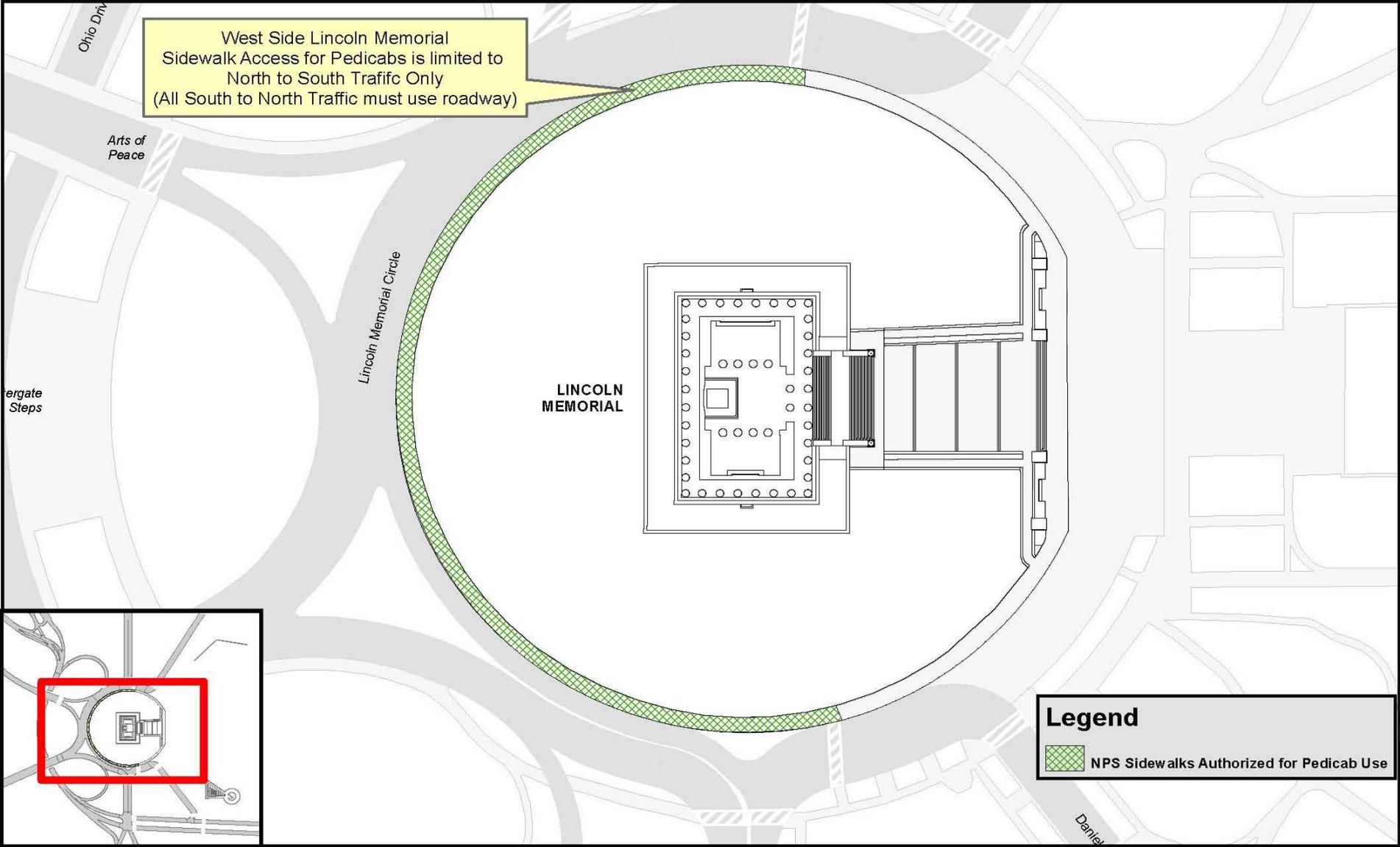
Each Pedicab shall be operated in accordance with the following provisions:

1. Each Pedicab shall be operated in accordance with the roadway's traffic control devices (e.g., signs, signals, or signage).
2. **No Pedicabs will be operated or parked on any sidewalk (except for the sidewalk identified in Attachment A, which is available to Pedicab travelling north to south around the Lincoln Memorial).**
3. **No Pedicab will be operated or parked on the wide gravel visitor paths on the National Mall**
4. The maximum number of passengers a Pedicab may transport shall not exceed the number of available seats. [18 DCMR 1213.4(a)].
5. All passengers shall be seated while the Pedicab is in motion. [18 DCMR 1213.4(b)]
6. All Pedicabs must be fully stopped when passengers are loaded and off-loaded. [18 DCMR 1213.4(f)]
7. No Pedicab operator shall stop to load or unload passengers on the traffic side of the street, while occupying any intersection or crosswalk, or in such a manner as to unduly interfere with the orderly flow of traffic. All Pedicab operators shall pull as close to the curb or edge of the roadway as possible to take on or discharge passengers. [18 DCMR 1213.4(g)]
8. Pedicabs are prohibited from stopping, loading or unloading passengers or waiting on the northbound side of Lincoln Memorial Circle between the Memorial Bridge and Henry Bacon Drive. Pedicabs should advise their passengers to meet them at the pedicab stand on the South side of the Lincoln Memorial.
9. Pedicabs are authorized to park in legal motor vehicle parking spaces in accordance with the limits displayed for the area in which they are parked.
10. A Pedicab shall not be parked, stopped or standing in any restricted zones identified for other vehicles, including, but not limited to, spaces reserved for disabled visitors, bus loading and unloading zones, taxicab standing zones, fire lanes and loading zones. However, Pedicab may utilize these spaces for the active loading and unloading of passengers as long as they are not obstructing access to these zones from authorized vehicles.
11. Pedicabs are only allowed to stage/wait for passengers in those locations that are signed as "Pedicab Stand" (see Attachment B of the CUA Supplement for locations). At all other times and locations (except while parked in a legitimate parking spot, while negotiating a fare or otherwise loading or unloading passengers), Pedicab must be in the active process of transporting passengers or otherwise traveling with traffic.

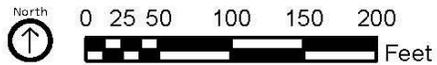
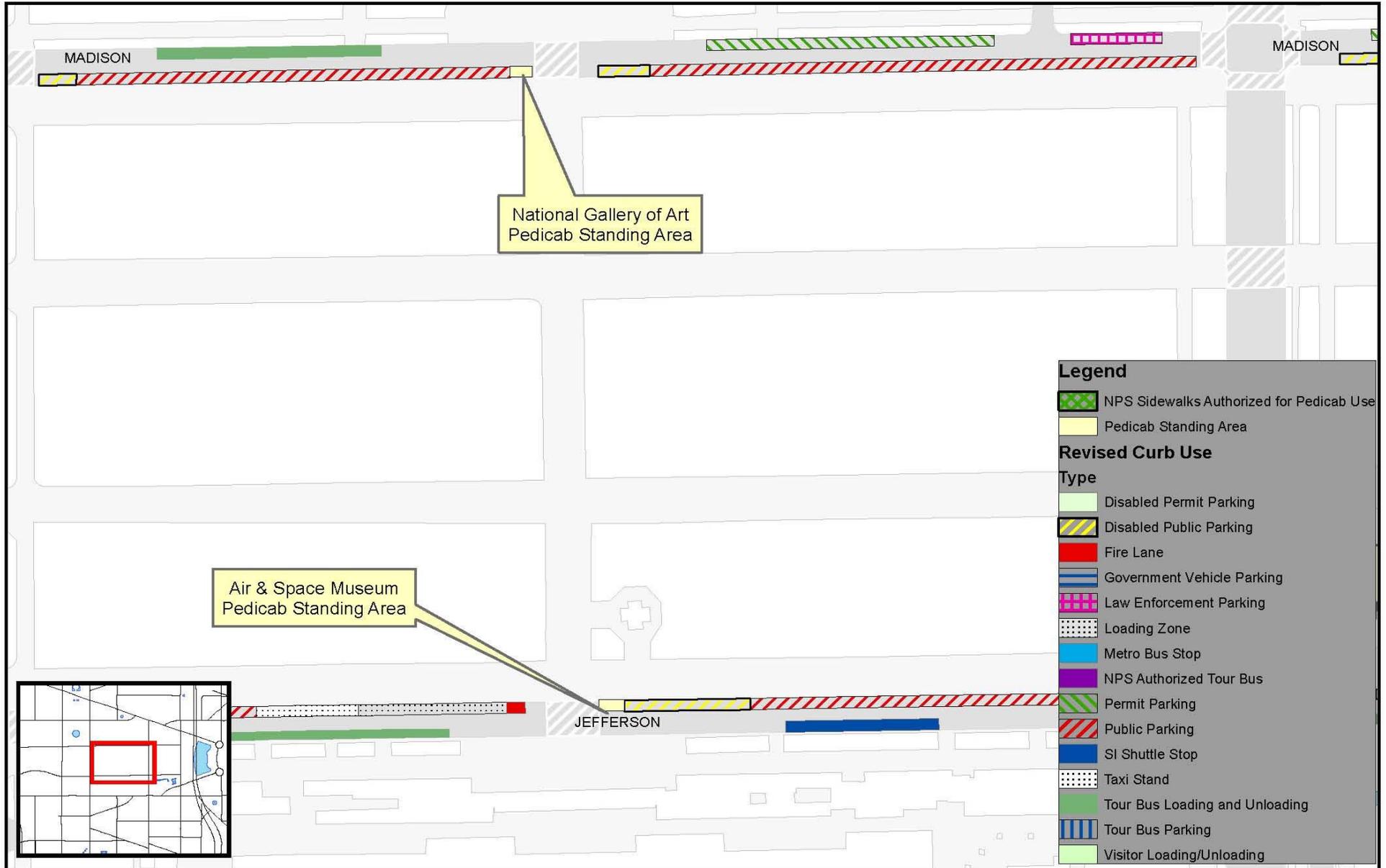
12. A Pedicab shall not be tied, cabled, or otherwise attached to a parking meter, street light pole, tree or other public space asset.
 13. At any time from one half (1/2) hour after sunset to one-half (1/2) hour before sunrise, and at any other time when, due to insufficient light or unfavorable atmospheric conditions, a Pedicab shall be operated with a headlamp of sufficient intensity to reveal a person or a vehicle at a distance of three hundred feet (300 ft.), and a tail lamp capable of being seen from a distance of five hundred feet (500 ft.). [18 DCMR 1213.4(j)], [18 DCMR 1213.4(k)]
 14. No one shall operate or be in control of a Pedicab while the person's alcohol concentration is eight hundredths of a gram (0.08 g.) or more either per one hundred milliliters (100 ml.) of blood or per two hundred and ten liters (210 L.) of breath or is one tenth of a gram (0.10 g.) or more per one hundred milliliters (100 ml.) of urine, or while under the influence of intoxicating liquor or any drug or any combination thereof, or while the ability to operate a vehicle is impaired by the consumption of intoxicating liquor. [18 DCMR 1213.5]
 15. The CUA Holder will not transport passengers with open containers of alcohol or allow passengers to consume alcohol while riding in a Pedicab the CUA Holder is operating;
 16. The CUA Holder is prohibited from using cell phones, and any other communication device while carrying passengers, including texting.
 17. The CUA Holder may not use headphones, ear buds or other devices that limit the ability of the operator to hear other vehicles, passengers, pedestrians, emergency vehicles etc.
- I) **Rates for Pedicab** – All fares must be negotiated with the visitor prior to departing with the visitor. Signs displaying the following statement in 48pt font must be posted in front of the passenger's seat and be clearly visible to the passengers: **"The driver of this Pedicab is required to negotiate all fares prior to departing on your trip."** A copy available in Attachment C of the Supplement
- J) Violation of any of the above Terms and Conditions may be cause for immediate suspension or revocation of the CUA permit.

Attachment A

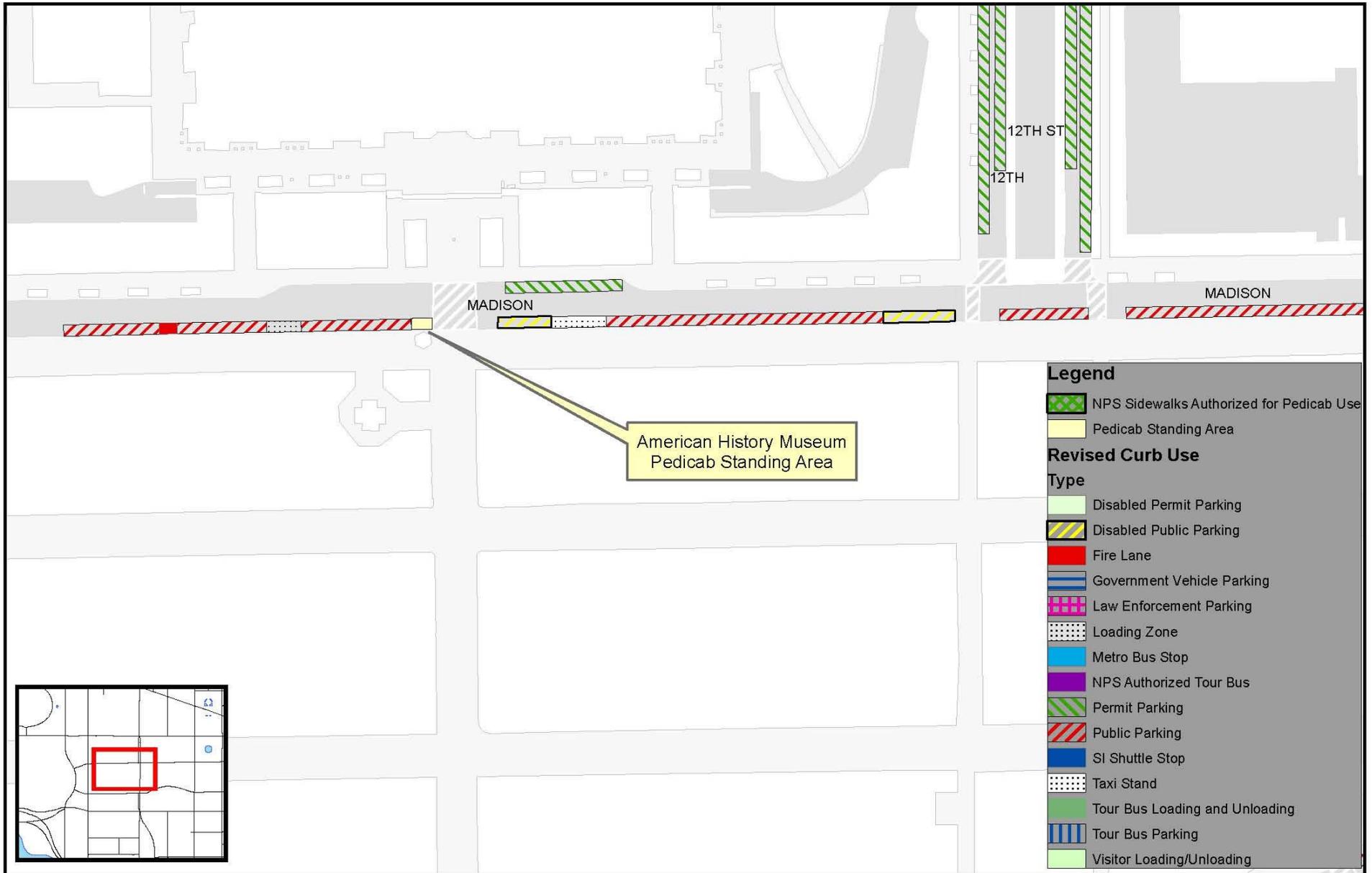
NPS Sidewalks Authorized for Pedicab Use within the National Mall and Memorial Parks



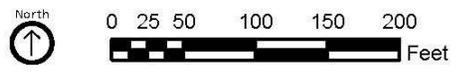
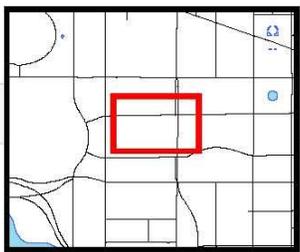
Attachment B - Pedicab Stands
 Air & Space Museum / National Art Gallery Pedicab Standing Area



Attachment B - Pedicab Stands
 American History Museum Pedicab Standing Area

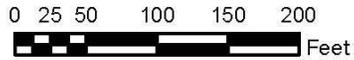
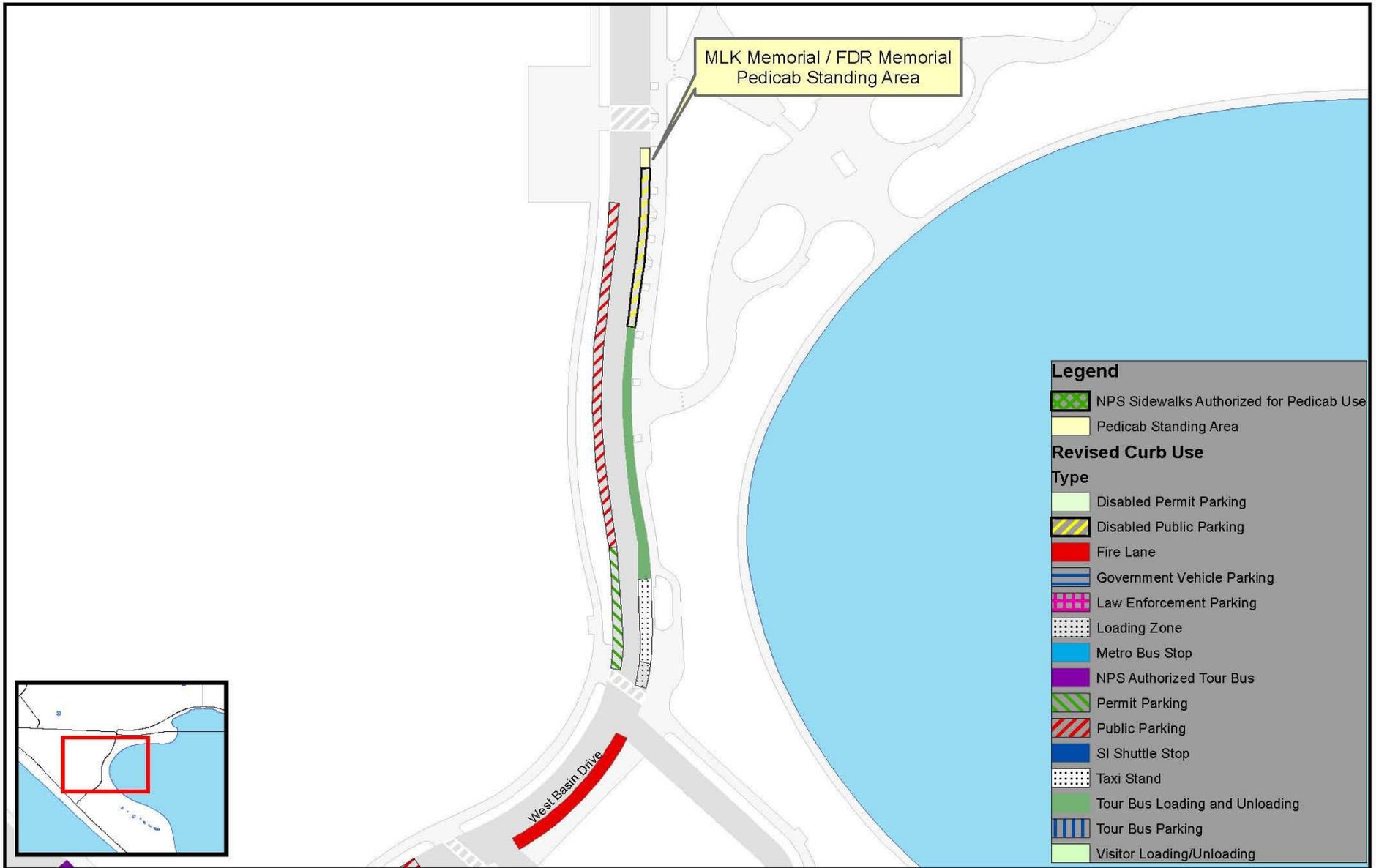


Legend	
	NPS Sidewalks Authorized for Pedicab Use
	Pedicab Standing Area
Revised Curb Use	
Type	
	Disabled Permit Parking
	Disabled Public Parking
	Fire Lane
	Government Vehicle Parking
	Law Enforcement Parking
	Loading Zone
	Metro Bus Stop
	NPS Authorized Tour Bus
	Permit Parking
	Public Parking
	SI Shuttle Stop
	Taxi Stand
	Tour Bus Loading and Unloading
	Tour Bus Parking
	Visitor Loading/Unloading

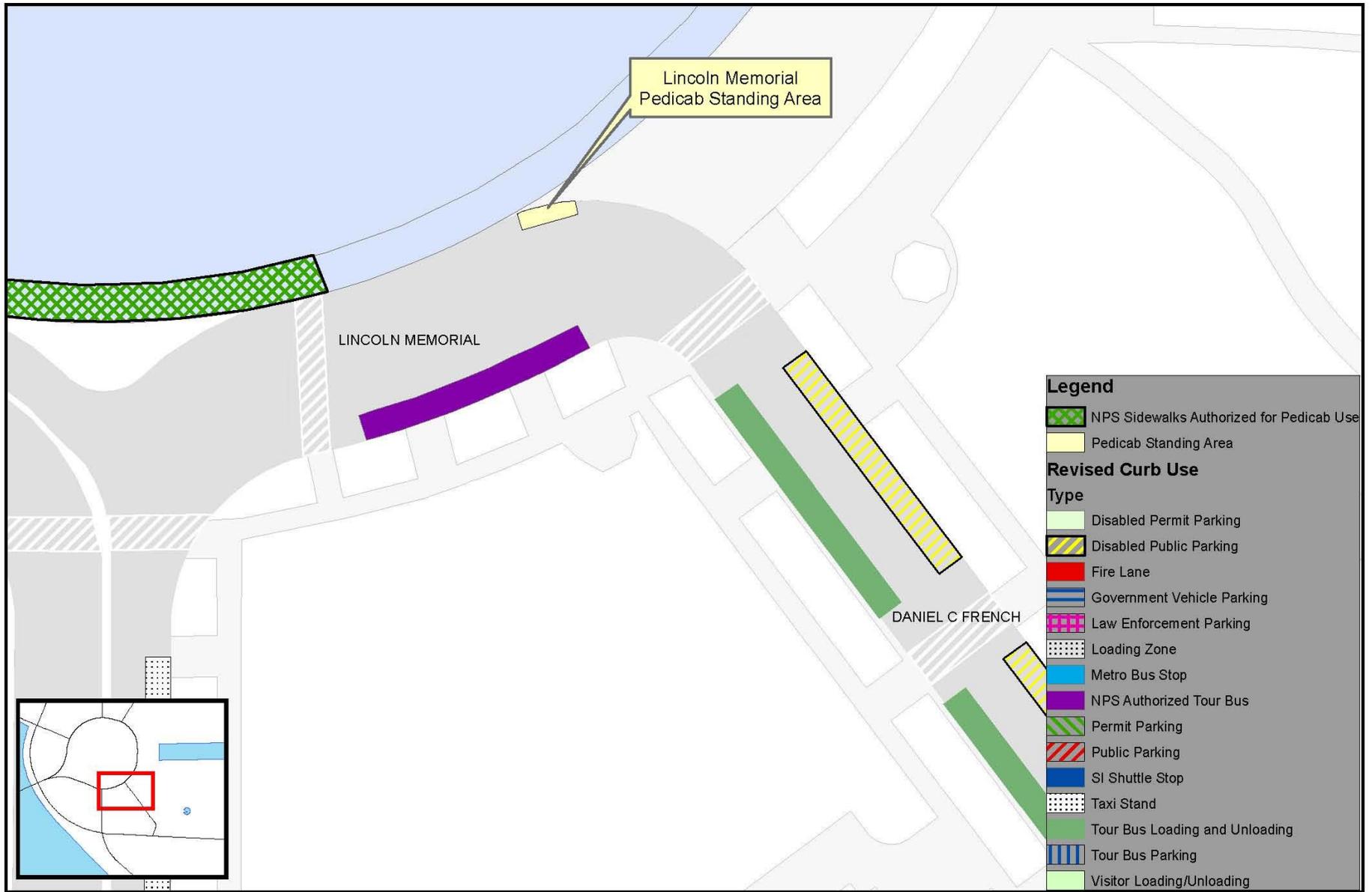


Attachment B - Pedicab Stands

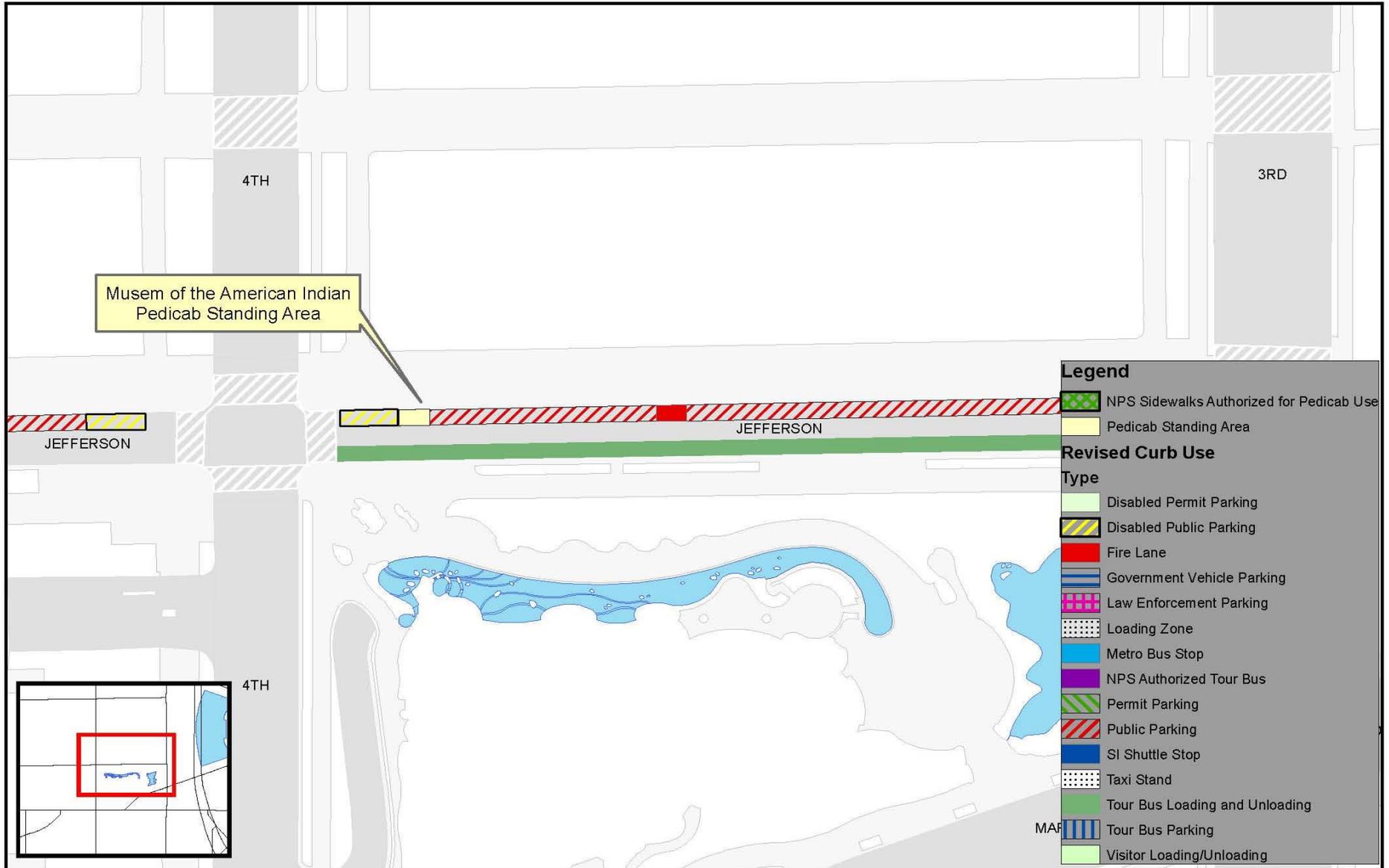
Martin Luther King Jr. Memorial / Franklin Delano Roosevelt Memorial Pedicab Standing Area



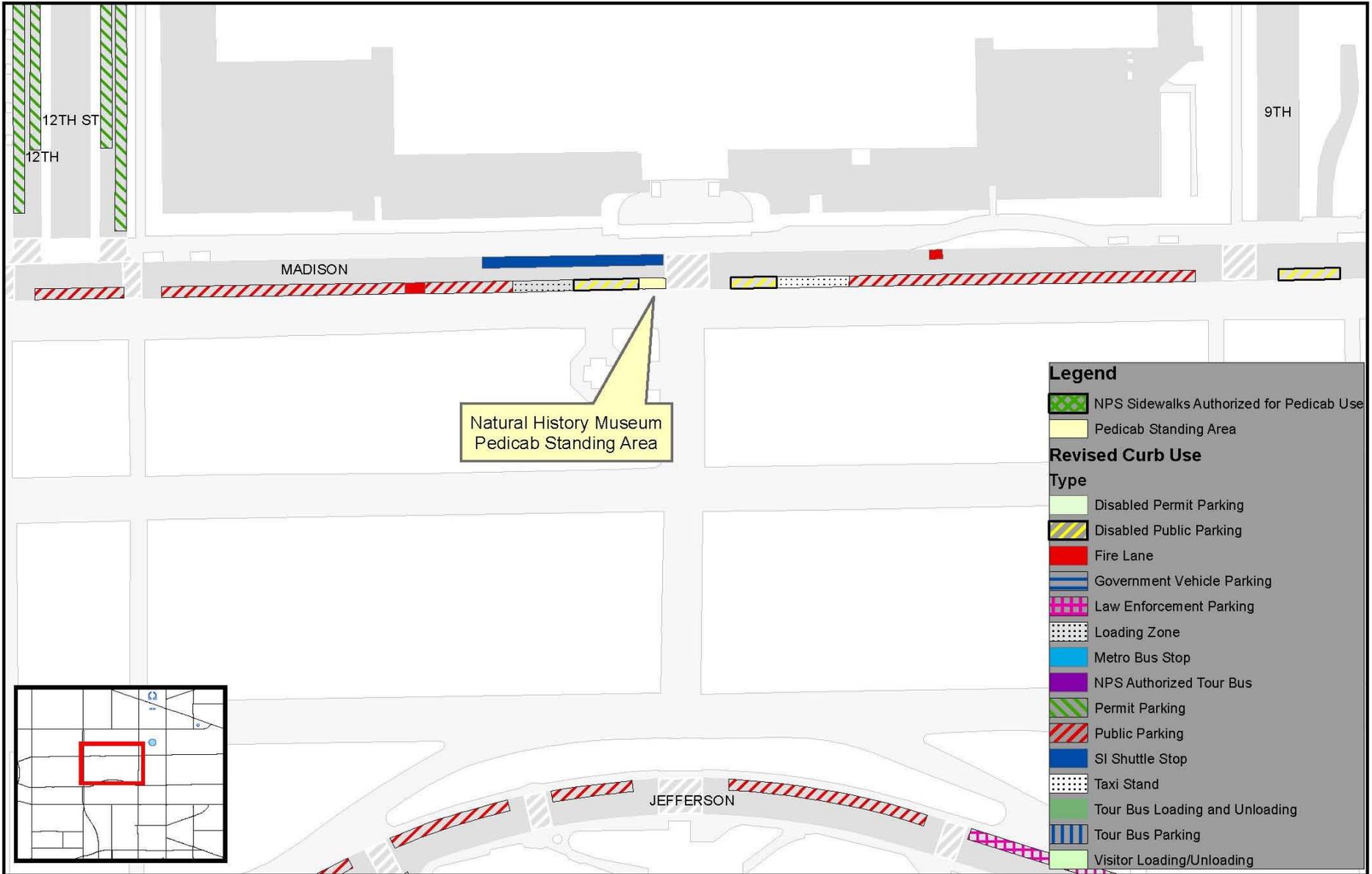
Attachment B - Pedicab Stands
 Lincoln Memorial Pedicab Standing Area



Attachment B - Pedicab Stands
 National Museum of the American Indian Pedicab Standing Area



Attachment B - Pedicab Stands
 Natural History Museum Pedicab Standing Area



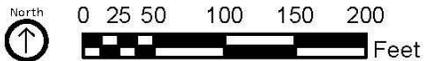
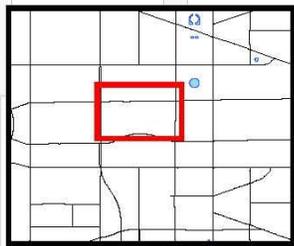
Legend

- NPS Sidewalks Authorized for Pedicab Use
- Pedicab Standing Area

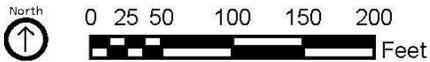
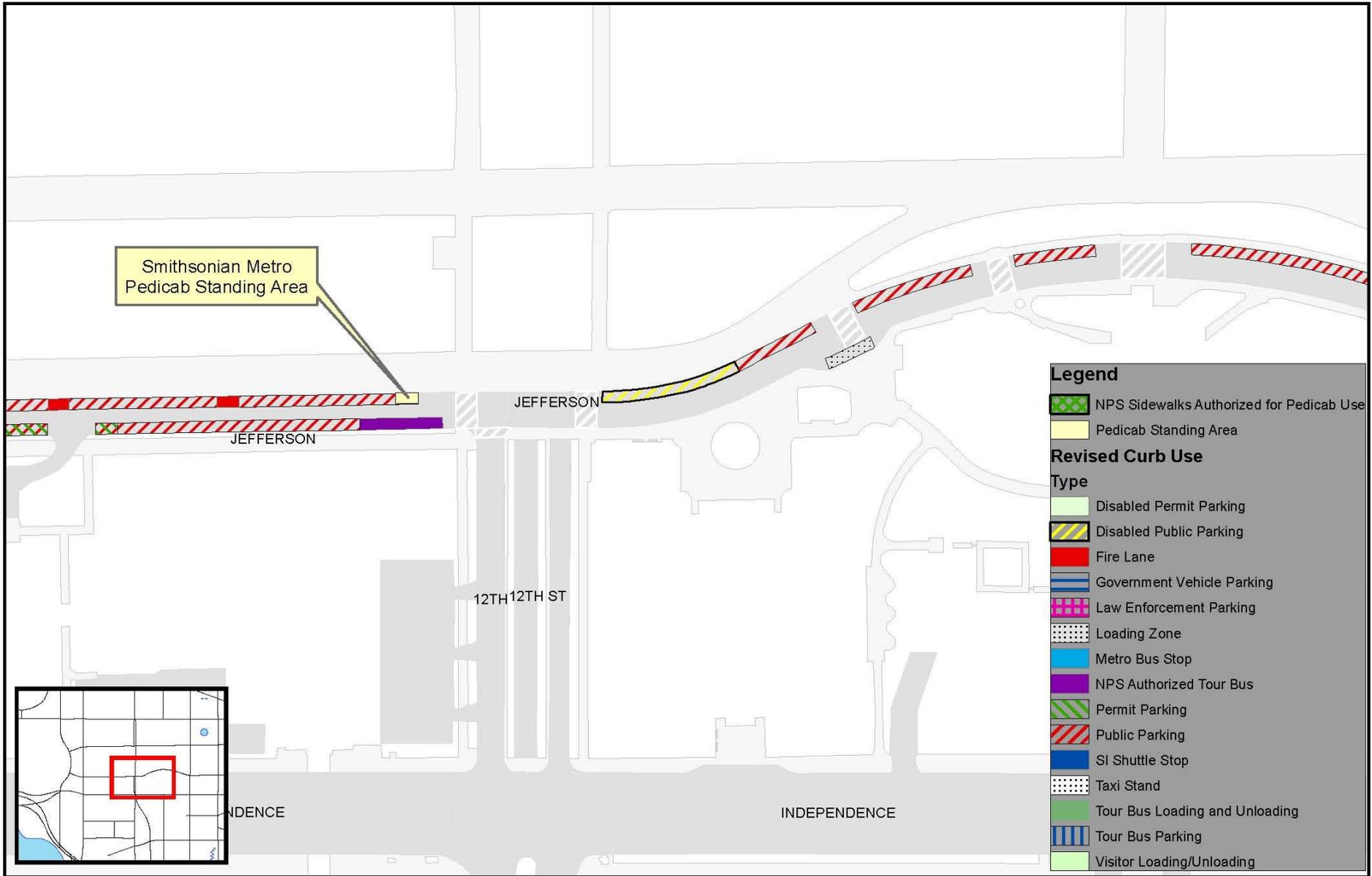
Revised Curb Use

Type

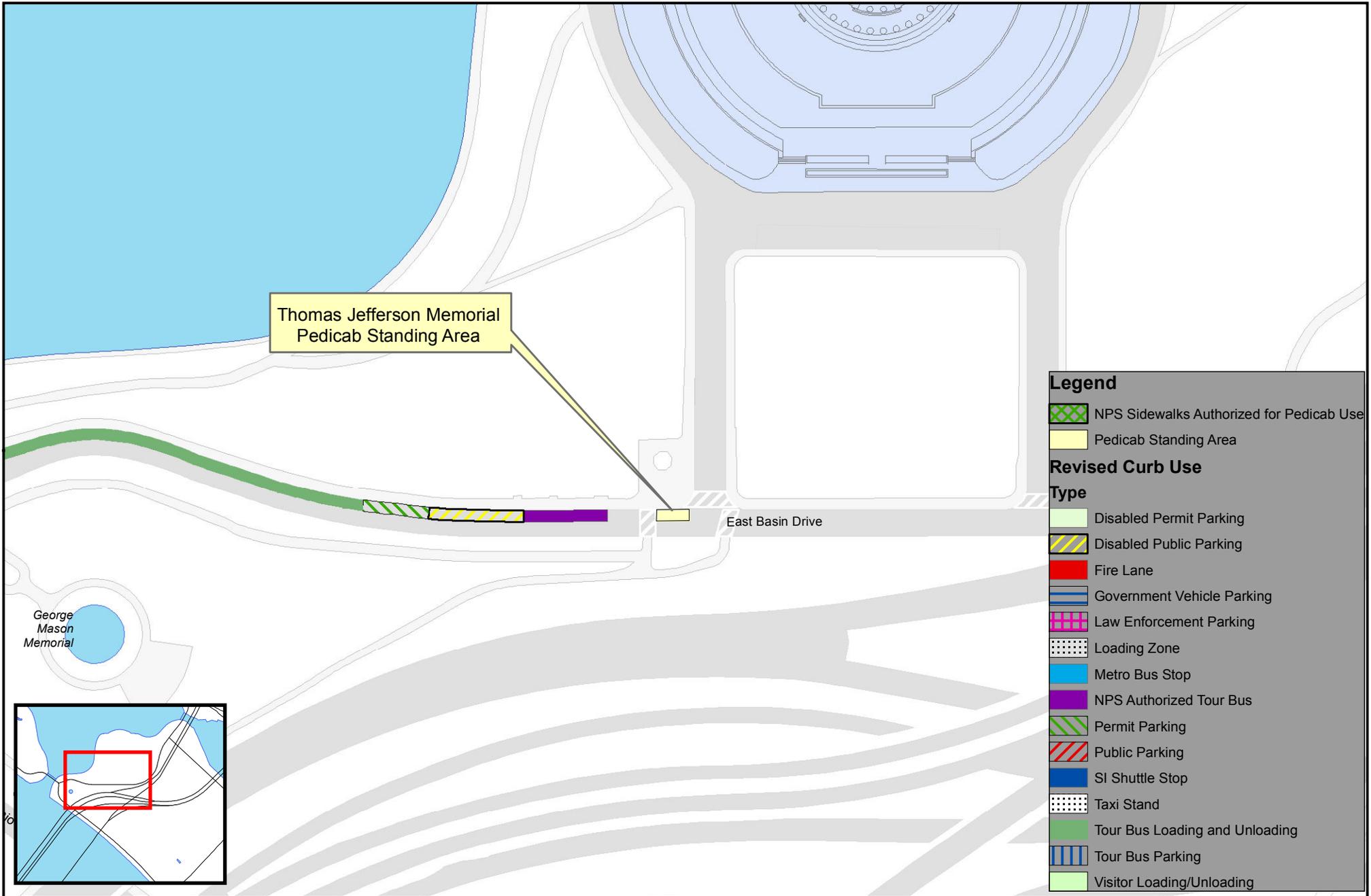
- Disabled Permit Parking
- Disabled Public Parking
- Fire Lane
- Government Vehicle Parking
- Law Enforcement Parking
- Loading Zone
- Metro Bus Stop
- NPS Authorized Tour Bus
- Permit Parking
- Public Parking
- SI Shuttle Stop
- Taxi Stand
- Tour Bus Loading and Unloading
- Tour Bus Parking
- Visitor Loading/Unloading



Attachment B - Pedicab Stands
 Smithsonian Metro Pedicab Standing Area



Thomas Jefferson Memorial Pedicab Standing Area



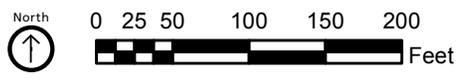
Legend

- NPS Sidewalks Authorized for Pedicab Use
- Pedicab Standing Area

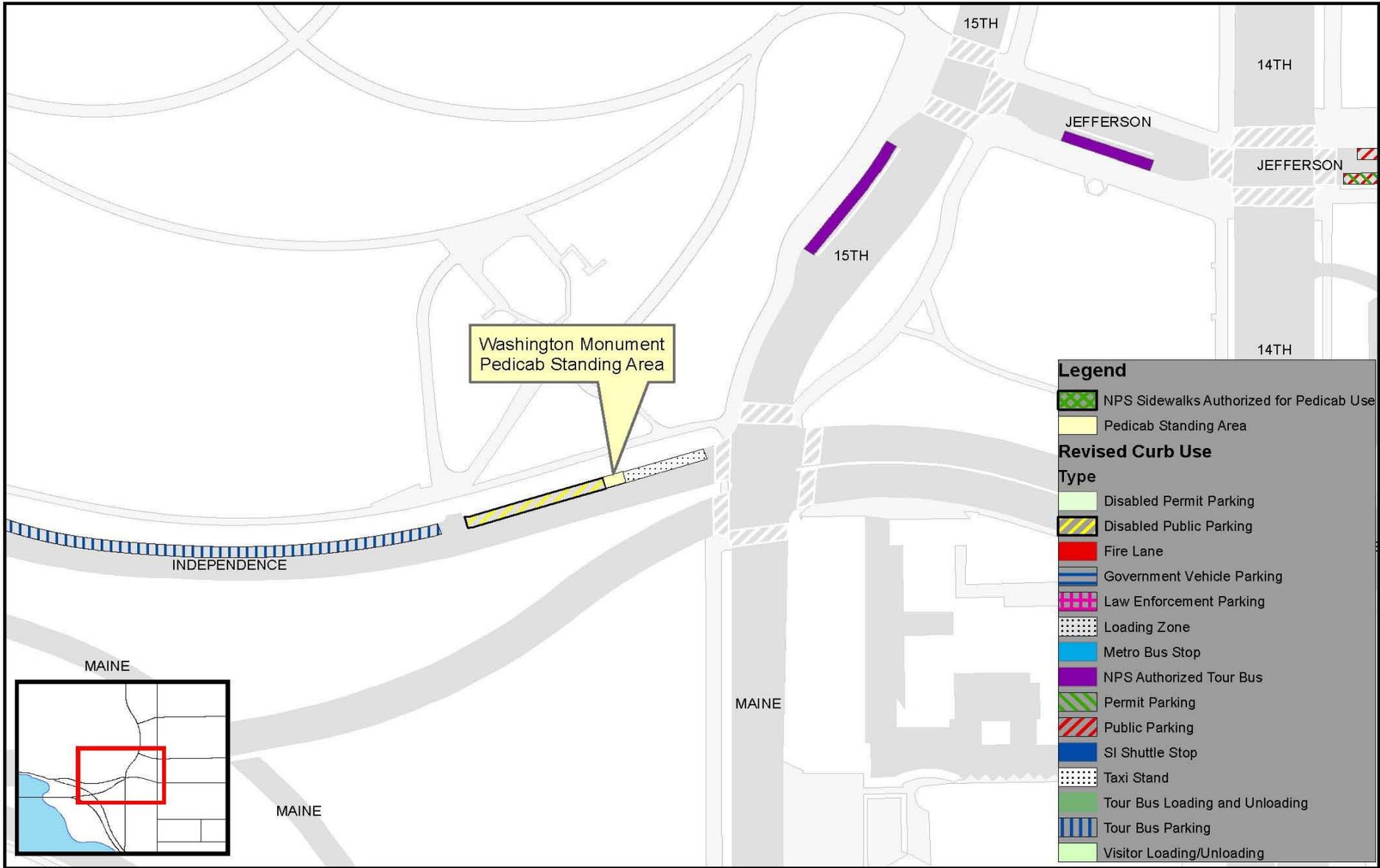
Revised Curb Use

Type

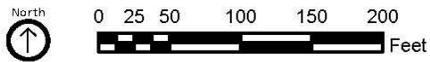
- Disabled Permit Parking
- Disabled Public Parking
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- Loading Zone
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- NPS Authorized Tour Bus
- Permit Parking
- Public Parking
- SI Shuttle Stop
- Taxi Stand
- Tour Bus Loading and Unloading
- Tour Bus Parking
- Visitor Loading/Unloading



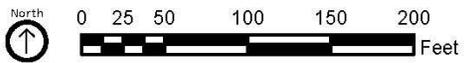
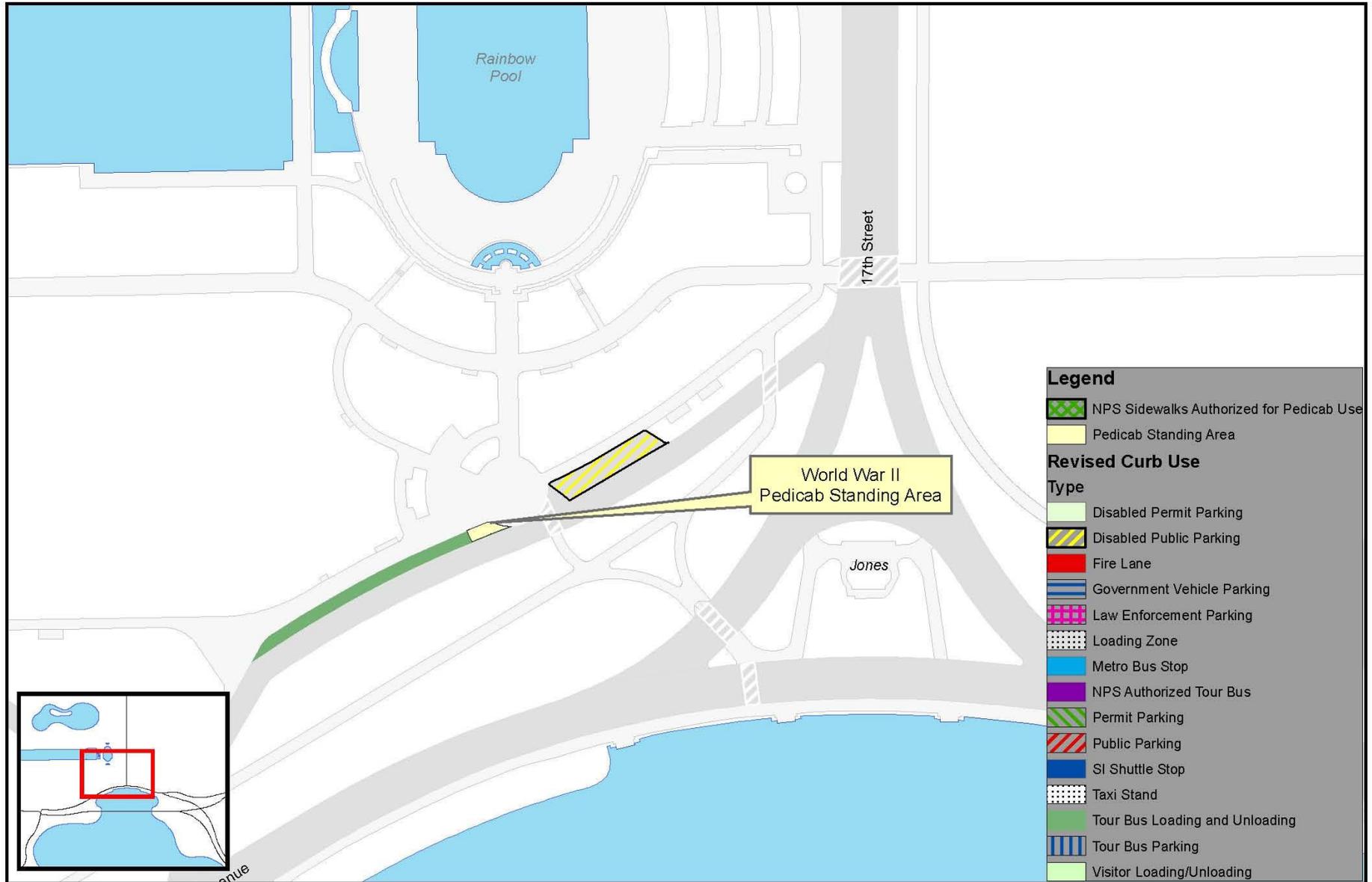
Attachment B - Pedicab Stands
 Washington Monument Pedicab Standing Area



Legend	
	NPS Sidewalks Authorized for Pedicab Use
	Pedicab Standing Area
Revised Curb Use	
Type	
	Disabled Permit Parking
	Disabled Public Parking
	Fire Lane
	Government Vehicle Parking
	Law Enforcement Parking
	Loading Zone
	Metro Bus Stop
	NPS Authorized Tour Bus
	Permit Parking
	Public Parking
	SI Shuttle Stop
	Taxi Stand
	Tour Bus Loading and Unloading
	Tour Bus Parking
	Visitor Loading/Unloading



Attachment B - Pedicab Stands
 World War II Pedicab Standing Area



Attachment C

**The driver of this pedicab is
required to negotiate all fares
prior to departing on your trip**