

**2014 Special Use Policy
for
New Bedford Whaling National Historical Park**

Overview: Special Use Permits may be issued for use of specific areas of the Corson Maritime Learning Center (CMLC). The National Park Service (NPS) may issue special use permits (SUP) under authority of Title 16, U.S.C. 1-3 and regulations at 36 CFR Parts 1 -5. Special use permits are granted at the discretion of the Superintendent and are consistent with this policy and Federal law and regulations.

Please note: Issuance of a special use permit is a two-step process. The applicant must first submit an application for a permit. The information provided will be used to determine whether a permit will be issued. If your request is approved, a permit containing applicable terms and conditions will be sent to 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.

Areas of the Corson Maritime Learning Center (CMLC) available under a Special Use Permit:

Note: all areas are handicapped accessible.

- **CMLC 2nd Floor** – approximately 2,000 square feet of open space on the second floor of the building with a small kitchenette and separate area for coats. Common restrooms and elevator are located in the hallway. Chairs-only capacity is 150 - 180 persons. Tables and chairs capacity is 75 – 100 persons. Tables and chairs are available for this space at no additional cost (setup and breakdown to be performed by permittee). Any other materials or supplies needed are the responsibility of the permittee. This space is not equipped with audiovisual or presentation equipment. Permittee is responsible for supplying such equipment if needed. Electrical, water and heating and AC is included.
- **CMLC Theater** - a 55 seat theater with audiovisual equipment including a screen, projector, VCR, DVD, and sound system. Only park staff may operate audiovisual equipment. *Please note: absolutely no food or drink allowed in the theater.*

Guidelines for Special Use Permits

1. Special Use Permits are granted at the discretion of the Superintendent who determines if the activity is appropriate to the space. Permits are issued to entities who wish to utilize park resources for meetings, conferences, lectures, classes and other events that do not interfere with park programs, visitor services or enjoyment of park visitors if either one of the following criteria are met:
 - **The organization or individual is affiliated with the park by having a formal agreement with the park; or having a mission in line with the park and/or National Park Service mission and goals.**

- **The event itself is in line with park and/or National Park Service missions and goals.**

2. Applications for a special use permit must be received at least 21 days in advance and permits will be issued no more than 3 months in advance. No permit is issued if the Superintendent determines the use will result in damage to park resources, impose restrictions on visitor use activities, interfere with park programs or threaten public health and safety (36CFR 1.6). In the event of a scheduling conflict applications will be approved in the order in which they are received.
3. The issuance of a permit is dependent on the availability of the space and park staff. This will be determined when the application is reviewed.

Special Use Permits Costs

1. A **non-refundable** application fee of \$75.00 is required when submitting an application. Once a permit has been issued, any changes to the permit will require the applicant to submit a new application and an additional \$75.00 fee.
2. Fees beyond the basic application fee are based on the costs incurred by the park for managing and supporting the use. These fees depend on the level of park resources and support required as determined by the Superintendent. If the event takes between 9:30 a.m. to 4:00 p.m. **and** no additional staff is needed to support the event, there are no additional fees. If additional staff is needed fees will be charged.
3. Additional fees **are** charged for use of the facilities outside of the hours of 9:30 a.m. to 4:00 p.m. (this use includes the entire time for which the space is reserved, including setup and cleanup time). These fees include the cost of at least two NPS staff during an event. If a determination is made that additional NPS assistance or supervision is required the permittee is also charged for those costs.

Special Use Permit Fees

Hours of Event	Park Resources Needed	Cost
9:30 a.m. to 4:30 p.m.	No park staff/resources	\$75 application fee
5:00 p.m. to 8:30 p.m.	Front desk / other staff	\$75 application fee; plus \$25.00 per hour per park staff
<i>Hours of event include time needed for setup and breakdown.</i>		

Conditions of Use

1. The National Park Service does not permit the public staging of special events that are conducted primarily for the material or financial benefit of organizers or participants; are commercial in nature; or that demand in-park advertising or publicity; or for which a separate public admission fee is to be charged. **Admission fees for, or any other monies associated with the event, may not be collected by the permittee on National Park Service property, including the park Visitor Center, Corson Maritime Learning Center and garden.**
2. Performance bonds or deposits are the permittee's guarantee of compliance with permit conditions and reimbursement to the park for damage to resources and facilities as a result of the permittee's activities. A performance bond or deposit may be required for certain events determined to be of a higher risk for causing damage or additional maintenance.
3. In the case of a Special Use Permit, the permittee **may** be required to post a liability insurance policy naming the United States of America as additionally insured. A certificate of issuance must be provided before the activity may take place. The Superintendent may determine reduced liability insurance coverage depending on the nature of the event and number of attendees.
4. Smoking is prohibited on all Federal property including the park Visitor Center, the CMLC, the garden area and all exterior steps, ramps and walkways.
5. Open flames and weapons are prohibited on all park premises.
6. Permittee is responsible for all setup and breakdown, clean-up, placing bagged and secured trash in the appropriate area and removal of any items brought to the site for an event such as tables, chairs, podiums, supplies, etc. The permittee must place recyclable items in recycle bins. Any furniture moved from the area must be placed back as found. The area must be left in its original condition.
7. Serving of food and drink in specific areas will be determined on a case-by-case basis. Caterers must submit required proof of being licensed and insured. Events that serve food for the general public will conform to health sanitation standards as outlined by the Commonwealth of Massachusetts State standards for food preparation and service. Use of the kitchen area on the second floor of the Corson Maritime Learning Center may be granted on a case-by-case basis.
8. Serving of alcoholic beverages is not allowed.
9. Permittee will comply with applicable public health and sanitation standards and codes.
10. In compliance with fire law, stairwell doors will remain closed at all times. Do not prop open doors with wedges or other items.

11. Permittee is responsible for bringing all audiovisual equipment, such as projectors, laptops, extension cords, etc., for their event. For use of the theater, permittee needs to contact Emily Prigot (508-996-4095 x6105 or Emily_prigot@nps.gov) to schedule an appointment prior to the event to discuss technical needs. Only National Park Service staff is allowed in the audiovisual room to utilize equipment, such as the DVD player.
12. The permittee is responsible for the security of all equipment and items brought to the park for the event. The park is not responsible for the loss or theft of any items.
13. Signage and other literature will refer to the facility as New Bedford Whaling National Historical Park, Corson Maritime Learning Center, 33 William Street, New Bedford, MA 02740.
14. Signs must be affixed with removable tape only. Signs may not be affixed to painted surfaces. The use of other types or adhesive tape, tacks or nails to affix any materials is not allowed.
15. The permittee will immediately inform park staff of any issues or problems that may arise during the event.
16. A park staff person will conduct a walk-through before the event to ensure all areas are properly set up and at the end of the event to ensure that all breakdown and cleanup have been done in all areas.
17. The building will remain open to the public during regular hours and interference with visitors will be kept at a minimum as determined by the National Park Service staff member in charge.

Questions concerning this policy may be emailed to: Emily_prigot@nps.gov