



United States Department of the Interior



NATIONAL PARK SERVICE
Ocmulgee Mounds National Historical Park
1207 Emery Highway
Macon, Georgia 31217
(478) 752-8257

Revised: 01/02/19

PERMIT GUIDELINES

A Special Use Permit is required for all short term activities in the park which are not initiated, sponsored, nor conducted by the park. These are activities which generally benefit an individual, group or organization, rather than the public at large. Examples of activities requiring a Special Use Permit include but not limited to: First Amendment Activities (large groups), Political Events, Sporting Events, Entertainment, Ceremonies, Large Group Gatherings/Camps, Memorialization and Commercial Filming/Photography.

For a Special Use Permit to be approved and issued, the Park must be assured that the proposed activity will not:

- Cause injury or damage to park resources
- Present a clear and present danger to public health and safety
- Be contrary to the purposes for which the park was established
- Unreasonably impair the atmosphere of peace and tranquility maintained in the natural, historic or commemorative locations within the park
- Unreasonably interfere with the interpretive, visitor service, or other program activities, or with the administrative activities of the park
- Substantially impair the operation of public facilities or services of park concessioners or contractors
- Result in significant conflict with other existing uses
- Conflict with law or policy

TYPES OF PERMITS

WEDDINGS

Weddings are permitted at the Park's Visitor Center picnic area during periods of low visitor use (non-event days). The maximum time of usage for the picnic area is two hours. Guest and members of the wedding party may park in designated parking areas only assigned by the park staff. The throwing of rice and helium filled balloons is prohibited. The placement of an altar, use of chairs and music is permitted. It is the responsibility of the permittee to obtain/rent, deliver, set-up and remove chairs, tables, props etc. after the event.

A Special Use Permit is required - \$50.00 application fee applies.

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COMMERCIAL FILMING AND PHOTOGRAPHY

A Special Use Permit is required for any filming or photography that:

- Involves the use of a model, set, or prop
- Requires entry into a closed area
- Requires access to the park before or after normal working hours
- Effects or impacts the normal park operations or the park's resources
- Is for commercial profit

A \$50.00 application fee along with a location fee (based upon crew size/days) applies.

If park assistance is required for event monitoring or cleanup, recovery fees will be charged in addition to the application and location fees.

A Special Use Permit is not required for a visitor using a camera and/or a recording device for his/her own personal use within normal visitation areas and hours.

A Special Use Permit is not required for press coverage of breaking news. However, this activity is subject to the imposition of restrictions and conditions necessary to protect park resources and public health and safety, and to prevent impairment or derogation of park resources or values.

NON PROFIT, GOVERNMENTAL & CIVIC ORGANIZATIONS

Requests for Special Use Permits to conduct activities associated with non-profit, governmental or civic organizations will be considered based on the following criteria:

- The group or organization must be of a non-profit, community service nature or a governmental agency.
- The goal of the group's activity must be to provide for the health and welfare of the general public.
- No solicitation of money may occur. Donations are allowed.
- No intrusive interaction with park visitors may occur.
- Informational messages cannot be religious or political in nature.
- No company advertising may occur.
- Distribution of food/water must be in tamper proof sealed containers only.
- Location of activity will be limited and predetermined by the park.

A Special Use Permit is required. The application fee is normally waived.

SCOUT GROUPS AND VOLUNTEER SERVICE PROJECTS

Scout groups and volunteer service groups are authorized to perform certain service related projects on park property. The activity/date must be approved by the park before event promotion.

A Special Use Permit is not required for scout/volunteer service projects.

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SPORTING/RECREATIONAL ACTIVITIES

Special Use Permits requests for sporting or recreational activities will be evaluated on a case by case basis do to the variance of dynamics involved and the potential impact on park resources. Please contact the Park for guidance.

A \$50.00 application fee along with a recovery fee applies.

FIRST AMENDMENT AND DEMONSTRATIONS

The freedom of speech, press, religion, and assembly are rights of all U.S. citizens. However, the Park is allowed to reasonably regulate this type of activity. The Park will regulate the time, date, place and manner of the activity conducted to ensure safety of the participants, visitors and park resources. The Park may not regulate the content of the message, only the conduct associated with the expression of the message.

The activity cannot impede or interfere with visitors, visitor service operations or special events.

The park has two designated First Amendment areas for small and large groups. The small group area is located behind the Visitor Center. The large group area is at the main entrance to the park on Emery Hwy. Contact the park's special use permit coordinator for exact locations and parking instructions.

A Special Use Permit is not required for groups consisting of 25 participants or less that utilize our *designated First Amendment Areas* (contact the park for locations) with the exception of:

- groups of any size that will be soliciting donations (permit required)
- groups of any size that will be selling commercial items (permit required)
- groups of any size that will be using public address systems (permit required)

There are no fees for First Amendment Permits.

FOOD, BEVERAGES AND MERCHANDISE

Any food or beverage that is prepared and served to the public (not prepackaged by the manufacturer) will require an approved "Temporary Establishment Food Permit" issued by the US Public Health Department. Private invitational events (not open to the public) are excluded from this requirement. There are no additional fees for food permits (free).

Merchandise sales, auctions, donations in return for items/membership, etc. are prohibited on park property unless a "commercial use authorization" has been acquired. Contact the park's special use permit coordinator for more information.

FEES

Application Fee: \$50

These costs are associated with the administrative time required to evaluate and process your application and permit package. This fee is non-refundable. For general park use activities use

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application form (10-930). For commercial filming/photography activities use application form (10-931).

Location Fee: Varies upon group size

These costs are associated with the total amount of personnel used in commercial filming and photography operations and the impact they pose on Park resources and facilities. See attached chart for location fee schedule.

Recovery Fee: \$50 per hour

These costs are associated with the Park employee's required and/or requested assistance to perform an activity and/or safely manage and monitor the event.

Fee Waiver: The following activities will not be charged a permit application fee:

- First Amendment Activities
- The Park may waive the application fee if it is determined that the proposed activity will promote the mission of the NPS.
- The Park may waive the application fee as a courtesy to military, government, international organizations or non-profit groups.

Please make all checks payable to the **National Park Service**.

PROVISIONS

The Park may require liability insurance based on the activity. The typical coverage is one million dollars for accident, injuries and property damage.

The Permittee must agree to leave the area in the same condition as before the proposed activity.

The Permittee must possess a copy of the permit at all times during the activity.

The Park may include other provisions.

The Park reserves the right to terminate the permit if it is later determined that the activity violates any of the conditions listed in the above guidelines section or if there is a breach of any condition stipulated in the permit.

APPLICATION PROCEDURES

Mail the completed Special Use Permit application to the below Park address:

Ocmulgee Mounds National Historical Park
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In accordance with park policy, all permit applications must be received at least 14 days prior to the proposed event.

Once the park receives the permit application and application fee (if required), the park will make a determination of the appropriateness of the special use request. The applicant will be notified of the park's decision within 5 business days. If the determination is favorable, a "draft" Special Use Permit will be authorized, created and sent to the applicant/permittee. Once received the permittee should review the "draft" permit for information accuracy and closely observe the permit conditions and restrictions. Upon compliance with the permit conditions the permittee will then sign the permit and return it to the Park. The permittee will then be instructed to provide final permit fee payment and provide a copy of liability insurance (if required). Once the permit fees/insurance is received by the park an "official" Special Use Permit will be created. It will be signed by the Park Superintendent and returned to the permittee. The event is now deemed "official" and authorized to occur. A signed copy of the permit should be retained at all times by the permittee during the event.

Until the permittee receives the final "official" permit signed by the Park Superintendent, the activity/event is not permitted.

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