



Commercial Use Authorizations (CUAs) & Non-Profit Special Use Permits (SUPs)

1. General Information.

a. The National Park Service (NPS) manages the Commercial Use Authorization (CUA) program to comply with Section 418, Public Law 105-391, "National Park Service Concessions Management Improvement Act of 1998".

The Federal law requires that CUAs:

- Are accomplished in a manner consistent to the highest practicable degree with the preservation and conservation of park resources and values.
- Are consistent with the purpose for which the unit (Olympic National Park) was established.
- Ensure compliance with all applicable management plans, park policies and regulations.
- Establish conditions for the protection (safety) of visitors and appropriate visitor services.
- Limit the liability of the United States Government.
- Require payment of a reasonable fee for issuance of an authorization and recover associated management and administrative costs.

b. Non-profit entities that will not be deriving taxable income from the activity within the park are not required to obtain a CUA. They are required to obtain a Special Use Permit (SUP) and provide documentation from the Internal Revenue Service (IRS) of their non-profit status. The same regulatory and safety provisions apply under both CUA and SUP application procedures.

c. CUA and SUP application or renewal packages must be received at the park's concessions office a minimum of one month prior to your first trip in the park and no later than May 1. Application or renewal packages received at the park after May 1 will not be processed for the year. For renewals, if you do not renew your CUA or SUP, you are required to remove park trips from all advertising, including the internet. Also, if you're not planning to renew, you are required to submit your Annual Survey no later than May 1.

d. A CUA or SUP is valid for one calendar year.

e. With the exception of firewood supplier and towing company CUAs, all Olympic National Park CUA and SUP activities must begin and end outside of the Park boundary. These in-park firewood supplier and towing services refer to an operation with annual gross receipts of not more than \$25,000 from commercial services originating and provided solely within a park area.

f. **Advertising:** CUA or SUP holders are not allowed to advertise in the park (no brochures are to be displayed or handed out, this includes within a concessioner assigned area within the park), but the park will have CUA and SUP contact information available behind the desk for visitors. It is OK to have your business name on the vehicle(s) you use in the park.

g. **CUA Annual Survey:** When calculating annual gross receipts--if you included the park entrance fees in the amount you charged your clients, include them when calculating your annual gross receipts (line 6) but do not include them when calculating the 3% CUA cost.

h. National Park Service Management Policy prohibits employees of the NPS and their spouses and minor children from acquiring or retaining any authorization conducting commercial services in a Park area.

i. Each CUA or SUP holder must be licensed by the State of Washington, if required by the State. Entities not required to be licensed by the State of Washington must provide a business license from their state of origin, if required. If you do not have a current Washington Business License, please contact the Department of Business Licensing at 1-800-451-7985. You may also apply online at <http://www.bls.dor.wa.gov>.

2. Backcountry Users. For all backpacking trips, CUA and SUP holders are required to follow the Wilderness Information Center (WIC) requirements as stated in the permit -- **Appendix A, Wilderness (Backcountry) Operations.** Before the WIC will take your wilderness reservation or issue a Wilderness Camping Permit, your CUA or SUP must be finalized and trip leader/guide resumes and certifications received by the park's WIC and Concessions Office. Each trip leader/guide will carry a copy of all required certifications with them while guiding in the park. Reservation requests for wilderness camping areas with overnight use limits will be accepted by fax or postal mail beginning April 1, 2013. All Wilderness Camping Permits must be obtained through the WIC – no self-registering at trailheads or ranger stations. Failure to comply will cause a violation of your CUA or SUP. Bear canisters will be available for loan at the WIC and at most ranger stations. A \$3 suggested donation per container helps continue the program.

3. Fee Schedule. The authority for the NPS to recover associated administrative and management costs of CUAs and SUPs is found in PL 105-391, 31 U.S.C. 9701, and 16 U.S.C. 3a. The Director must charge a reasonable fee for the issuance of a CUA or SUP in order to recover associated management and administrative costs.

a. **CUA and SUP Application/Administrative Fee** represents the costs incurred by the National Park Service in mailing, distribution, and initial review to make sure the information supplied is sufficient to form a decision, and with the administrative process of the decision and the approval of the authorization.

b. **CUA Management/Monitoring Fee** is based on the costs incurred by all park divisions involved in monitoring, supporting, or cleanup and restoring after the use. Non-profit organizations under a SUP will not be charged the management/monitoring fee.

The following fees are in effect at Olympic National Park:

(1) **New applications:** There will be an application/administrative fee of \$100. The fee is to be sent in with the CUA or SUP application. The application/administrative fee is non-refundable. There is no management/monitoring fee for CUAs for the first year.

(2) **CUA Renewals:** There will be an administrative fee of \$100, plus a management/monitoring fee, which is 3% of gross receipts generated from doing business in Olympic National Park the previous year.

(3) **SUP Renewals:** There will be an administrative fee of \$100.

4. What the CUA or SUP will cover:

a. The CUA or SUP will cover the entrance fees for your trip leaders/guides bringing the group(s) into Olympic National Park. The driver will need to show the fee collector the CUA or SUP and a list of trip leaders/guides working under the permit along with a picture ID for verification. CUA or SUP clients will be required to pay the regular entrance fee, which is \$5 per adult (over 15 years of age), or show a National Parks pass. The pass cannot be used for the entire group, but can be used for up to three other adults travelling together. The entrance stations will accept VISA, MasterCard, and Discover credit cards. The CUA or SUP holder can bring the same group back in the park within seven days without paying the entrance fee again.

b. The CUA management/monitoring cost (3% of gross receipts) will cover Wilderness Camping Permit fees for backpacking trips in the park. SUP holders will be charged for the Wilderness Camping Permits.

c. A CUA or SUP does not cover campground fees for frontcountry campgrounds. CUA and SUP holders will be required to pay for each campsite used per night. Campsite limit is eight people per site.

5. For additional information, please contact:

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