



Special Use Permits (General Activities)

A Special Use Permit is required to conduct private ceremonies, public events, First Amendment rights, and other activities that are not directly sponsored by the National Park Service.

Timeline:

For simple events or ceremonies, the permit application and application fee must be received no less than two weeks prior to the requested date. For complex or large events and ceremonies, a minimum of four weeks is necessary in order for your application to receive environmental and cultural compliance review.

Once an application is approved, a permit will be written and the permittee will have to review and sign it confirming their intent to adhere to all permit conditions. Once the permittee has signed the permit, the Park Superintendent will authorize the permit with his/her signature.

Application:

The submission of a Special Use Permit application starts the process. The application form can be found online at www.nps.gov/sajh/planyourvisit/permits.htm or may be requested from the Administrative Officer.

Please fill out the application completely; incomplete applications will delay the process. Providing as much detail as you can about your activity will aid our staff in processing your request.

At this time in this park, there is no application fee for a special use permit.

For permit requests to scatter ashes, a copy of the death certificate must also accompany the permit application.

Applications should be addressed to the attention of the Administrative Officer and delivered as follows:

In Person: Park Headquarters (650 Mullis Street, Suite 100), Friday Harbor. Headquarters is open Monday through Friday, 8:00 a.m. to 4:30 p.m.

Mail: P.O. Box 429, Friday Harbor, WA 98250

FEDEX/UPS: 650 Mullis Street, Suite 100, Friday Harbor, WA 98250

Email: sajh_administration@nps.gov

Fees and Charges:

Application Fee: At this time, no application fee is required.

Administrative Charges: Permits that require more than two hours of administrative time for review and processing may be charged at the rate of \$50 per hour. This is rare for weddings, ash scattering, and other small ceremonies. Sporting events and other complex activities may incur such charges.

Monitoring Charges: Permits will be monitored when there is concern of impact to other visitors, cultural sites, natural resources, or endangered species habitat. This charge is based on actual time spent (including travel time) and is charged at the rate of \$50 per hour (in quarter hour increments). This, too, is rare for weddings, ashes scattering, and other small ceremonies.

If monitoring is necessary, the permittee will be charged up front for this. Any credit due the permittee for time charged but not worked will be refunded after the permitted activity is completed.

Insurance:

If your activity is of a complex nature, general commercial liability insurance may be required in the minimum amount of \$1,000,000. This is rare for weddings, ash scattering, and other small ceremonies.

The United States Government will be named as additional insured on the insurance certificate and it should read as follows: United States Government, San Juan Island National Historical Park, P.O. Box 429, Friday Harbor, WA, 98250.

The name on the certificate of insurance must match your business name, including any names used as DBAs (doing business as). The certificate can be mailed or shipped to the Administrative Officer's attention using the contact information listed above.

An original of the insurance certificate must be received before the permit will be approved by the Superintendent.

Group Size and Locations:

Group size will be limited to 75 people per event; this is based on limited parking and facilities, potential conflict with other visitor activities, and potential impacts to natural and cultural resources.

Permit applications may be made for any location within the park except the Redoubt or in or on any historic building. Keep in mind that all park areas are public lands and the park will not exclude or allow you to exclude other park visitors from the site during your ceremony or event.

Your Permit will include, but is not limited to, these terms and conditions:

- The permittee or contact person on site must carry a complete and signed copy of the permit during the event.
- There is a maximum limit of 75 people under a permit.
- The permittee is required to haul out all refuse (trash and recycling) generated from the permitted activity.
- Groups may park a maximum number of vehicles at their permitted site as follows:
 - English Camp – 16
 - American Camp Visitor Center – 6
 - Redoubt – 4
 - Jakle's Lagoon – 3
 - Fourth of July Beach – 10
 - South Beach – 15

All other vehicles associated with the permit must park outside of the park or in designated parking along Pickett's Lane (at American Camp) or in the maintenance parking area (at English Camp).

- On the historical Parade Grounds:
 - Permits are limited to two hours, including set-up and removal
 - The providing of food and drink is not allowed
 - Permits will not be authorized on the English Camp Parade Grounds before 3:00 p.m. on Saturdays in June through August because of living history programs.
- Permits will not be authorized on the Redoubt or one or in any historic building.
- Electrical power will not be furnished nor will generators be allowed. Audio devices (e.g. electrified musical instruments, P.A. systems, CD players, etc.) are prohibited. Non-amplified musical instruments (e.g. guitar, flute, etc.) that do not impact the visitor experience may be allowed.
- Erecting of banners and signs or tents, canopies, pop-ups or similar set-ups is prohibited.
- Throwing or scattering of rice, bird seed, flowers, confetti, streamers, or other litter is prohibited. All plant and flower material, decorations and trash shall be removed by the permittee after the activity concludes.
- The use of helium balloons is prohibited.

- Food service is prohibited (except at designated picnic/camping areas).
- Permitted activities cannot interfere with normal visitor activity in any manner nor deny them access to any facility normally open to the public; expect that there may be other visitors present.
- A separate Commercial Filming/Photography Permit will be required if your activity includes the use of a professional photographer. See the park's website at www.nps.gov/sajh/planyourvisit/permit.htm for more information regarding this type of permit.
- Failure to adhere to permit terms and conditions can be punishable by citation.
- If in doubt about any proposed action, the permittee shall consult with the Administrative Officer prior to initiating the action. Failure to do so will not absolve the permittee from responsibility for their actions.
- (For ashes scattering) - No memorials, plaques, or photos will be left in the park.
- (For ashes scattering) - The permittee recognizes and is aware of the sensitivity of this activity and agrees to perform it in a discreet and private manner.

Additional Information:

Additional information about San Juan National Island Historical Park may be found on our website at www.nps.gov/sajh.

You may also contact the Administrative Officer at 360-378-2240 ext. 2221 or the American Camp Visitor Center at 360-378-2240 ext. 2233.