



MONTHLY REPORT COMMERCIAL USE AUTHORIZATION



Sequoia and Kings Canyon National Parks
Commercial Services Office Email: seki_cua@nps.gov

For /
(Month /Year)

NOTE: This form is only to be used for monthly statistical reporting. A separate NPS Form 10-660, "Annual Report: is required for all Commercial Use Authorizations (CUAs), due no later than January 15th.

1. CUA INFORMATION:

CUA Number:
Services Provided: (As it appears on your authorization.)

2. CONTACT INFORMATION:

<i>Owner Name:</i>	<i>Authorized Agent:</i>
<i>Legal Business Name:</i>	<i>Email (business):</i>
<i>Mailing Address (Street Address):</i>	<i>Email (contact person):</i>
<i>(City, State, Zip Code)</i>	
<i>Phone</i>	<i>Fax</i>

VISITOR USE INFORMATION

3. VISITORS AND/OR TRIPS:

Enter the number of clients for whom you provided service within the park or served as a result of park-based operations during the monthly reporting period:
Enter the number of trips your company made to the park during the monthly reporting period:

4. LENGTH OF STAY:

Enter the average length of time your clients were in the park as a result of the service you provided (*if applicable*). For day trips, show the average number of hours that you spend in the park per trip. For overnight trips show the average number of nights that you spend in the park per trip from the first travel day to the last day exiting the park.

Average hours per trip:
(*Trips that use lodging outside of the park are considered day trips.*)

Average number of nights per trip:
(*Use table on Page 2 to report total visitor use numbers and additional details.*)

INJURY INFORMATION

5. Did any reportable injuries occur during your trips this reporting period? Yes No

If "Yes", please use a separate sheet of paper to report the date of the incident and a brief statement of the incident. Include a description of the activity taking place at the time of the injury, the type of injury, and the action taken to provide patient care. Please include the sex and age of the patient (omit the patient's name). A reportable injury involves any medical incident or injury requiring medical aid beyond Basic First Aid and/or when a request for medical aid/rescue assistance is made. You do not need to send in a report if you have already done so.



**MONTHLY REPORT
COMMERCIAL USE AUTHORIZATION**

Sequoia and Kings Canyon National Parks
Commercial Services Office Email: seki_cua@nps.gov



**NATIONAL PARK SERVICE
Sequoia and Kings Canyon National Parks
Front Country Commercial Use Authorization
Monthly Activity Summary**

CUA Permit Number:
Additional Use Planned Within Permit Term (Yes/No):

A commercial service day (CSD) is one visitor spending part or all of a day in the parks as a client of a commercial service provider.

Begin Date	End Date	(3) Total Days	(4) # of Clients	(5) # of Guides	(6) Total People (4 + 5)	(7) User Days (6 * 3)	Activity	Primary Destination in SEKI	Comments
TOTALS:									

6. **SIGNATURE:** False, fictitious or fraudulent statements or representations made in this report 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). 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.

Signature

Date

Printed Name

Title



MONTHLY REPORT INSTRUCTIONS COMMERCIAL USE AUTHORIZATION

Sequoia and Kings Canyon National Parks
Commercial Services Office Email: seki_cua@nps.gov



NOTICES Privacy Act Statement

Authority: The authority to collect information on the attached form is derived from 16 U.S.C. 5966, Commercial Use Authorizations.

Purpose: The purposes of the system are (1) to assist NPS employees in managing the National Park Service Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

Disclosure: Providing your information is voluntary, however, failure to provide the requested information may impede the processing of your commercial use authorization application.

Paperwork Reduction Act Statement

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (54 U.S.C. 101911). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your impact to park resources and compliance with park regulations and limitations. We estimate that it will take approximately 1.25 hours to prepare a report, including time to review instructions, gather and maintain data, and complete and review the report. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242 Rm. 2C114, Reston, VA 20192.

Estimated Burden Statement

We estimate that it will take approximately 1.25 hours to prepare a report, including time to review instructions, gather and maintain data, and complete and review the report. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242 Rm. 2C114, Reston, VA 20192. Please do not submit your form to this address, but rather to the address at the top of the form.



MONTHLY REPORT INSTRUCTIONS COMMERCIAL USE AUTHORIZATION



Sequoia and Kings Canyon National Parks
Commercial Services Office Email: seki_cua@nps.gov

A report is required for each Commercial Use Authorization (CUA) issued. These instructions correspond to the numbered questions in Form 10-660A.

1. Enter the CUA number and the service you are authorized to provide as it appears on the CUA.
2. Enter the CUA contact information.
3. Enter the number of clients who made use of the commercial services provided under this CUA.
4. Enter the average number of hours or days a customer engaged in the service you provide spends in the park.
5. Provide details of any reportable injuries incurred by the holder, the employees of the holder, or clients within the park during the reporting period.
6. Signature of business owner or authorized agent.

Monthly Activity Summary Instructions

Reports are due on the 15th of each month for the prior month's use for the duration of your CUA term. Fill in the form through the fillable Word format and email reports to the Commercial Services Office at seki_cua@nps.gov. Reports can also be mailed or faxed in: Sequoia and Kings Canyon National Parks, Attention: Commercial Services Office, 47050 Generals Highway, Three Rivers, CA 93271, fax: 559-565-3730.

1. **Commercial Use Authorization (CUA) Permit Number:** Enter the CUA permit number and report if you plan on conducting any additional trips within the remainder of the year.
2. **Begin Date:** Enter the date services began within the park.
3. **End Date:** Enter the date services ended within the park.
4. **Total Days:** Enter in the total number of days clients were serviced in the park.
5. **Number of Clients:** Provide the total number of clients under your care on this trip.
6. **Number of Guides:** Provide the total number of guides serving clients on this trip.
7. **Total People:** Enter in the total number of people on this trip (number of clients plus number of guides).
8. **Activity:** Describe the type of trip from options: day hiking, Nordic activities, fishing, photography, or road-based commercial tour.
9. **Primary Destination in SEKI:** Record the primary trip destination within SEKI for each day. Be specific in your description and report what is the primary destination of the trip. Additional information can be inputted in the Comments section.
10. **Comments:** Provide any trip information that helps to explain any irregularities or noteworthy events (medical or search and rescue incidents, destination changes or trip re-routes)