

**SPECIAL USE - EVENT PERMIT APPLICATION**  
**U.S. Army Corps of Engineers**

1. To apply for a US Army Corps of Engineers Special Use Permit, all blanks must be completed. If a question does not pertain to your activity please use "N/A." The application must be received by the U.S. Army Corps of Engineers 60 days prior to the event.
2. The Special Event permit fee is \$75.00. You may pay this fee by personal check, cashier's check or money order made payable to "FAO, USAED, HUNTINGTON." Personal checks must include your social security number.
3. If the application is approved, you will be furnished a letter with the terms and conditions of the permit. The applicant will be asked to sign and return it to the Operations Project Manager who will then sign and issue the permit.
4. Liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of \$1,000,000 for each event is mandatory. The full policy must be submitted for review and approval prior to the event.
5. All activities associated with the Special Event proposed on U.S. Army Corps of Engineers property should be included in this permit application. Any activities not specifically mentioned in the application could result in denial or revocation of the permit.
6. In addition to the \$75.00 fee, a fee may be charged to recover costs as this incurred by the USACE in providing special benefits to an identifiable recipient in support of the special event, as determined by the Operations Project Manager. These costs will vary depending on the size and character of the event, but will include: direct and indirect personnel costs, including salaries and fringe benefits; physical overhead; vehicle costs; and other indirect costs, including material and supply costs, utilities and travel, etc.
7. Events conducted for-profit will be assessed a fee of 2 percent of gross revenue, as consideration for the right to make a profit on government property. Revenue from vendor sales will be included in the gross revenue total for computation of the 2 percent fee for for-profit events. The event holder will provide documentation of gross revenue and payment of the 2 percent fee within 30 days following the event. The USACE may audit the event holder's records to verify accuracy.
8. At the discretion of the Operations Project Manager, in-kind services may be paid in lieu of fees.

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Please provide the following information necessary to process your request (attach additional pages if necessary):

Organization: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Event Description: \_\_\_\_\_

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Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Specific Location: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Number of additional people (spectators, visitors, volunteers): \_\_\_\_\_

Number of vehicles: \_\_\_\_\_

Number of vessels: \_\_\_\_\_

1. Are fees or donations to be collected from the public or participants? If “yes,” describe the amounts and the assessed purpose. What are the expected gross revenues? What will be the purpose of the funds collected?

2. Does the event involve vendors? If “yes,” list each individually.

3. What method will be used to control access to and from the event? How will non-participating vehicle and boat traffic be directed around or through the event area?
  
4. Is restricted access to the event required? If “yes,” what circumstances or conditions of the event require that access be restricted?
  
5. What are the time requirements for set-up and take-down for the event?
  
6. Does the event require first-aid stations, ambulances, safety vessels, or other safety measures? If “yes,” what measures will be taken to provide the needed services and equipment?
  
7. Is support equipment (i.e., buoys, temporary course markers, bleachers or traffic control devices) required? If “yes,” list the equipment, location needed, set up and take down time.
  
8. Are there any storage requirements needed prior to or following the event?
  
9. Are permits from other governmental agencies required? If “yes,” list agencies and type of permits.
  
10. Are security measures required for crowd or traffic control? If “yes,” what measures are being taken to ensure adequate public safety?

11. The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:

Authority: 5 U.S.C. §552a.

Purpose: To provide a contact in connection with special event activities.

Routine Uses: This Special Use - Event Permit is issued under the direction of the U. S. Army Corps of Engineers. The names and addresses of those who obtain this Special Use - Event Permit are not reported, but are kept on file at the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by any other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information shall preclude issuance of a Special Use – Event Permit.

#### ADDITIONAL INFORMATION:

1. Directional signs to authorized Special Events are permitted on Government lands but existing directional or informational signs must not be obstructed.
2. Certain public group picnic shelters may be reserved for a fee payable in advance. Arrangements can be made for shelter reservations 360 days in advance by contacting the National Reservation system at 877-444-6777. This fee is in addition to the permit fee required for Special Event permits.
3. Permission to hold a Special Event on public land in no way precludes an individual or group's responsibility to conform with provisions of the Rules and Regulations stated in Title 36, Chapter 111, Part 327 of the United States Code.
4. Admission must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, creed, sex, or national origin in conducting activities.
5. The United States Government is not responsible for damage to property or injury to persons attending the event. Liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of \$1,000,000 for each event is mandatory. One day policies can be obtained.
6. No commercial dealer displays are permitted on project land (i.e., boat or R.V. displays).
7. All special activities to be held on project lands must be coordinated thru and approved by the Operations Project Manager.