

Special Use Permit Application Materials Package

Arizona State Parks, 1300 W. Washington. Phoenix, AZ 85007
www.azstateparks.com(602) 542-4174,

09-2008

Thank you for your interest in Arizona State Parks (ASPB). Our mission is:

“Managing and conserving Arizona’s natural, cultural and recreational resources for the benefit of the people, both in our parks and through our partners.”

Enclosed is information concerning our Special Use Permit program, instructions and application form.

Why are Special Use Permits required?

The reasons for requiring Special Use Permits are:

- To keep track of the activities occurring on state lands.
- To be able to require stipulations/ conditions on uses to minimize impacts on the natural, recreational, historical and cultural resource we manage.
- To be able to educate users about proper recreational and stewardship practices.
- To maintain quality recreational experiences and to reduce user conflicts.
- To assure that uses on State lands are compatible with long-range management objectives for that particular property.

Note: A Special Use Permit is not required for building, picnic or camping reservations unless requested by the Park Manager.

Why is there a fee for a Special Use Permit?

- Special Uses differ from normal park use either by the nature of the activity or by the size of the group involved in the activity. In order to allow these activities we have to accommodate each use or event outside of our normal operations. These accommodations invariably will increase our cost to provide services.
- Due to Legislative changes and mandates, ASPB receives substantially less General Fund monies (tax based) for our operations, salaries, or equipment. This means that we must rely heavily on our revenues (fees) as the source of funding that allows us to maintain our parks and provide a safe and enjoyable environment for our visitors.

Arizona State Park special use permits are divided into four categories, per R12-8-125:

1. Private Special Event

A Special Use Permit shall be issued for Private Special Events provided the following conditions are met:

- i. The person or entity has requested no more than 7 consecutive days of use, and no more than 14 days in any calendar year.
- ii. The Private Special Event does not significantly interfere with the public’s use of the property.
- iii. No solicitation of funds, offering to sell any goods or services, advertising, or receiving money in exchange for any item or activity takes place on property owned or managed by the Arizona State Parks Board under a Private Special Event Special Use Permit.

2. Public Special Event

A Special Use Permit shall be issued for Public Special Events provided the following conditions are met:

- i. The person or entity has requested no more than 4 consecutive days of use per quarter, and no more than 16 days in any calendar year at any one park.
- ii. No more than two Public Special Event Permits shall be issued per day per park. Permits shall be issued on a first come, first served basis.

3. Festival Special Use

A Special Use Permit shall be issued for Festival Special Events provided the following conditions are met:

- i. The person or entity has requested the permit at least 120 days in advance of the event. Events with anticipated attendance greater than 1,500 people per day shall require application at least 180 days in advance of the event.
- ii. The person or entity has provided a detailed plan regarding sanitary facilities, medical services, parking, food and drink facilities, booths and sponsorships, that complies with the requirements detailed in the Special Use policy, available from the Arizona State Parks Board. This plan must be submitted to the Arizona State Parks Board at least 90 days in advance of the event.
- iii. The person or entity has obtained any permits required from other entities, such as cities, counties, other municipalities, or governmental entities.
- iv. The person or entity has requested no more than 7 consecutive days of use, and no more than 14 days in any calendar year.
- v. Sponsorships. The person or entity requesting a Festival Special Use Permit may seek sponsorships for that festival or parts of that festival, provided that the sponsorships comply with the Arizona State Parks Board Policy and Procedures, available from the Arizona State Parks Board.
- vi. No more than one festival per day per park is allowed, and Festival Special Use permits shall be issued on a first come, first served basis.

4. Commercial Photography

A Special Use Permit shall be issued for Commercial Photography provided the following conditions are met:

- i. The person or entity has requested the permit at least 30 days in advance of the event.
- ii. The person or entity has requested no more than 7 consecutive days of use, and no more than 14 days in any calendar year.
- iii. Commercial Photography Special Use Permits shall be used only for actual filming and photo-taking activities. No soliciting funds, offering to sell any goods or services, advertising, or receiving money in exchange for any item or activity shall take place on property owned or managed by the Arizona State Parks Board.

Depending on the type and scope of the event, the application and required additional documentation should be completed and preferably received by the specific Park facility 45 days in advance of the event date, but no later than 30 days prior to the event. Larger events may require submittal up to 180 days in advance. Contact the specific Park administration for other details. All applications received will be reviewed, but we cannot guarantee that every application will be approved.

If you have any questions about this process or the application form, please contact the Park Manager at the facility in which you are interested. We look forward to working with you in order to make your activity or event successful.

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PERMIT APPROVAL ADMINISTRATION

R12-8-125. Special Use Permits

B. General terms and conditions. The Board shall issue a special use permit only subject to the following general terms and conditions:

1. An application for the special use permit is submitted less than one year before the planned special use;

Approval of permit application will require the following:

- A. All necessary paperwork; application, insurance, appropriate permits, licenses and inspections is preferably submitted at least 14 days before the proposed date of the use in order to allow for processing, review and verification. Larger events may require up to 6 months of advance notice.
- B. The park area or facility is available on the date or dates requested.
- C. All necessary approval authority signatures and notifications have been obtained /made.
- D. The applicable fee has been paid as listed in R12-8-109.
- E. The State Parks Board agrees that:
 1. The use is a proper state park activity.
 2. The use does not create an undue safety hazard to participants, spectators or general public.
 3. The use is not destructive to the park resources.
 4. The use does not present a serious use conflict with the general park-using public.
- F. Approvals are confirmed in writing only, and a responsible person will have the written approval on site for the duration of the use.

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FROM: PARK NAME
Manager: Manager Name
Address: _____

Telephone: _____ FAX: _____

The following steps must be completed and documentation provided by the applicant in order to apply for a special use permit:

- A. Special Use Application form, with all applicable blanks completed by the applicant will be submitted at least 14 days prior to the proposed date of the use to the park administration as listed above. Larger events may require submittal up to 6 months in advance. Requests will be prioritized on a "first come, first served basis" upon availability of the area requested.
- B. Indemnification Certificate, completed by the applicant, should be typed on the applicant's own letterhead and submitted with the Special Use Application form. Wording and format should be the same as the example distributed with application blanks.
- C. A Certificate of Insurance will be required. The minimum amount of required Comprehensive General Liability coverage will be \$1,000,000.00, and if applicable a minimum Workers' Compensation coverage and proof of automobile insurance (generally these are required for Commercial ventures). On the certificate, the State of Arizona will be included as an additional insured party. For an activity/use with a relatively high liability risk, such as powerboat races, motion picture photography, public attractions, public commercial activity, etc. a higher level of liability coverage may be required, and will be determined by consultation with the Risk Management Division of the Department of Administration. The Certificate of Insurance will be completed by the requesting party's insurance carrier and submitted with the Special Use Application form.

Exception to this requirement is another State Level Governmental Agency or entity that is covered by the Department of Administration Risk Management Division. The Certificate of Insurance will not be required as the statutory requirements of ARS § 41-621 apply.

- D. If this is a Public/Festival event, Applicant must certify that the event complies with the Americans with Disability Act and other similar legislation.
- E. Copies of all appropriate licenses, certificates and permits that may be required by State or local jurisdictions for the sale or dissemination of: foodstuffs and alcohol* to the general public, or the sale of any commodity or goods, must be submitted.
- F. After review by appropriate Park staff, the applicant will be contacted concerning the status of the application, specific fee requirements and any other applicable stipulations and/or conditions that will be required by Arizona State Parks and listed on the Special Use permit form. Actual fees will be determined by Park administration.
- G. All State & Federal Statutes, Park Rules, County and Municipal ordinances and regulations remain in force during all activities. Any request for a variance or modification of any rule, stipulation or requirement must be submitted to the Park administration in writing prior to the event / use for review. Any stipulations and/or conditions will have the force of law and failure to comply may result in cancellation of the permitted use, and permittee can be cited for the rule violation.

*Additional insurance and stipulations may be required for the specific sale or dissemination of alcohol.

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ADDITIONAL INFORMATION

Restrictions: *(exceptions made with Park Managers approval)*

- No pets are allowed in the event / use area (this includes vendors)
- No glass containers are allowed in the event / use area
- No weapons are allowed in the event / use area
- No private vehicles are allowed in the event / use area
- Event / use related vehicles will drop off supplies and equipment and then exit the area immediately
- Event staff may not possess or consume alcoholic beverages while on duty
- Vendors may not possess or consume alcoholic beverages at any time
- All fire lanes must be left open and accessible
- All events must end by 10:00 pm
- Only security personnel may remain on site after hours only if approved in the original application process.
- Events must meet ADA requirements

Additional Sanitation Needs

Dependent upon the type and scope of the event / use and the actual park infrastructure of the location, additional facilities (vault toilets, port-a-johns) will be the responsibility of the permittee. The number of units required to adequately service the projected attendance will be determined by Park staff. A minimum of one (1) chemical or portable toilet for every 225 people, or portion thereof attending the event. Five percent (5%) of these facilities must be ADA accessible. This figure is based upon the maximum number of attendees at the event during peak time. Set-up, removal, maintenance and operational cleanliness will be the responsibility of the permittee.

Deposits

Refunds of deposits, whether partial or in full will be processed according to the refund guidelines as set by the Administrative Services Section. Allow up to 30 days for refund processing of the deposit

Site Cleanliness & Cleaning Deposit

- Event / use area will be policed on an hourly basis
- Trash will be removed from the area as receptacles become full
- Dumpsters will be adequately sized to meet the event / use needs. A minimum of one 50-gallon refuse container or its equivalent shall be provided for each 100 persons anticipated. Refuse containers shall be readily accessible, and periodically checked and emptied as needed. Depending on the event location, activity, area, an adequately sized dumpster may be required.
- 4-mil trash bags will be of sufficient quantity to meet the event / use needs
- Parking areas specific to the event / use will be policed on an hourly basis
- A cleaning deposit will be required from the permittee.
- Return of the deposit, in whole or in part, will be based upon a final post-event walk through with the Park Manager.

Damage Deposit

- A damage deposit will be required to cover repair or replacement of damaged items. Amount will be determined by Park Administration and will be dependent upon the type and scope of the event / use.
- Damaged items will be replaced at cost, to include labor.
- Any unused portion of the deposit will be refunded after the final walk through.
- If the initial deposit is insufficient to cover all repair costs, the permittee will be billed for the remainder of the uncovered cost. Documentation for costs will be provided with the billing.

Water and Electric

Depending on the actual site location, telephone, water and electrical service may be limited. Special or additional needs may be the responsibility of the sponsor.

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ADDITIONAL INFORMATION

Verifiable Ticket Sales

This number is vital to allow the park and all necessary local entities such as LE and EMS services time to plan for the event's effect on the park and surrounding areas. Verification method to be an agreed upon by both the park and the Event Organizer such as a CPA/event staff notarized statement, receipts, etc. Due date for this information will be agreed upon by the Event Organizer and the park.

SPECIAL USE PERMIT FEE STRUCTURE

The negotiation of the daily fees will be based on the type, size and complexity of the production and will be based on the Special Use Permit Worksheet. Listed below are examples of fees that can be reasonably charged for specific "Adjustments" to the "Base Fee".

Base Fee (per day)

Attendance: attendance will be reviewed by park staff and permittee during event.

Small Events	(50 – 100 participants, guests, spectators)	\$25.00
Medium Events	(101 – 250 participants, guests, spectators)	\$100.00
Large Events	(251 – 500 participants, guests, spectators)	\$150.00
Major Events	(501– 1000 participants, guests, spectators)	\$300.00 +

Adjustments:

Special Equipment: Each Park location has different equipment and facility resources, and although some items may be considered standard, some equipment or facilities may or may not be available.

Fees charged may be different depending on park availability, set-up requirements, location, etc. An example would be if 15 additional tables are requested and the site is located at a boat camp on Lake Havasu, the fee could reasonably be increased due to the time and staffing needed to transport the tables to and from the site.

Special Personnel Services: Special personnel services "Staff Time" could include educational programs, parking services, staff supervision / security, special set up, construction or installation. Additional Staff Time: \$30.00 /staff member/ hr

Other: Special requests can be determined based upon individual parks facility or inventory.

**ARIZONA STATE PARKS BOARD
SPECIAL USE APPLICATION**

1. **Use / Event Name:** _____

2. **Type of use:**
Brief Description: _____

Non-Commercial: _____ Non-Profit: _____ Private Party: _____
Commercial: _____ For-Profit: _____ Other: _____

3. **Date(s) of use:** _____ **thru** _____
Set-Up Date: _____ Tear-Down Date: _____
Start Time: _____ (am/pm) End Time: _____ (am/pm)
Note: all events / uses must end by 10:00 pm.

4. **Area of park requested:**
Ramada _____ Grass area _____ Group Area _____ Parking Lot _____
Other _____

5. **Applicant Name:** _____

6. **Primary contact person**
Name: _____ Title: _____

Mailing Address: _____

City: _____ State: _____ Zip
Code: _____

Telephone #: () _____ Work #: () _____ Ext.: _____

Fax #: () _____ Cell #: () _____ Ext.: _____

E-mail: _____

7. **Estimated attendance:** _____ **per day.**

8. **Verifiable Ticket sales** (indicate method and time frame below):

Due: _____ before the event. _____

(Method to be an agreed upon by both the park and the Event Organizer such as a CPA/event staff notarized statement, receipts, etc. This number is vital to allow the park and all necessary local entities such as LE and EMS services time to plan for the event's effect on the park and surrounding areas.)

9. **Applicant certifies compliance with all appropriate A.D.A. requirements for
Public/Festival event:** _____ (Init & date)

10. **Estimated # of Event staff:** _____ **per day.**

**ARIZONA STATE PARKS BOARD
SPECIAL USE APPLICATION**

11. **Security requested** Y / N
(Park administration may require security depending upon the nature of the event / use)
12. **Concession & Sales** (*Attach separate sheet with list of all vendors & type*)
Food Vendors: ____ (Valid Health Permit required) Vendors: ____ (Valid Business License required)
Games: ____ (Current Safety Inspection required) Rides: ____ (Current Safety Inspection required)
13. **Sanitary facilities** (Items requested from the Park: please indicate number requested)
Perimeter fencing ____ Picnic Tables ____ Trash Barrels ____
Traffic Cones ____ Other ____ Other ____
14. **Alcohol:**
Security is required when alcohol is served. All Title IV laws remain in affect at all times.
Alcohol Prohibited ____ Beer Garden ____ (An area w/in the main event for the
sale / consumption of beer)
Alcohol Sold ____
Alcohol Served ____
14. Indemnification certificate: The Indemnification (save harmless) is part of the approved permit. By signing the permit, the Permittee agrees to the conditions.
15. Insurance verification (attach copy).
16. Other (attach copy of any other pertinent information).
17. Signature of applicant. _____ Date: _____