

STATE OF IDAHO
DEPARTMENT OF PARKS AND RECREATION
GROUP USE PERMIT APPLICATION



Date of Application: _____

IDAPA 26.01.20 – RULES GOVERNING THE ADMINISTRATION OF PARK AND RECREATION AREAS AND FACILITIES

225.04 Group Use

- a. Groups of twenty-five (25) persons or more, or any group needing special considerations or deviations from these rules shall have a permit. Permits may be issued after arrangements have been made for proper sanitation, population density limitations, safety of persons and property, and regulation of traffic.
- b. Permits for groups of up to two hundred fifty (250) people may be approved by the park manager with thirty (30) days advance notice. Permits for groups of two hundred fifty (250) people or more may be approved by the director with forty-five (45) days advance notice.

Desired Event (Park) Location: _____ Date(s) of Use: _____

Name of Event: _____ Days: Sun Mon Tue Wed Thu Fri Sat
Circle appropriate days of the week

Organization or Group Filing Application: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail Address: _____

Number of Participants/Spectators Expected: _____ Arrival Time: _____ Departure Time: _____

Type of Use Requested (please describe) _____

Purpose of Proposed Event _____

Estimated Gross Fees Collected _____ Estimated Net Profit _____

Person(s) In Charge of Group Activity Planned in Park

(Primary Person)

(Secondary Person)

Name: _____

Name: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

E-Mail: _____

E-Mail: _____

Will First Aid Be Provided? Yes No

Will Alcoholic Beverages Be Sold? Yes No

If yes, please list the special permit number from the Alcohol Beverage Control or your retail license number. For more information about selling alcoholic beverages, call toll free (888) 222-1360 or e-mail to abc@isp.state.id.us.

NOTE: Approval by Idaho Park and Recreation Board is required for all group functions at which alcoholic beverages will be sold.

Description of the Specific Area(s) of the Park Requested for Use (use extra sheet or map if necessary to delineate general area of use, parking, sanitation, etc.)

Plans for Law Enforcement and/or Crowd Control, Including Communication Systems (Use extra sheet if necessary)

Plans for Traffic Control, Including Parking (Use extra sheet if necessary)

Plans for Sanitation, Solid Waste Disposal, and Water Supply (Use extra sheet if necessary)

Plans for Area Clean Up and Rehabilitation (Use extra sheet if necessary)

Description of Program, Displays, and Concession Booths to be installed. (Use extra sheet if necessary)

List of Vendors	Temp Permit #	Items They Plan To Sell (Use extra sheet if necessary)
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You must obtain an Idaho Seller's Permit if you or your agent intends to sell or rent a product, charge admission, or charge a fee for the use of tangible personal property for recreation. For more information about a Seller's Permit, call the Idaho State Tax Commission at (208) 334-7660 <http://www.tax.idaho.gov/>.

Name, Address, and Phone Number of Agent Providing Liability Insurance and/or Performance Bond

Liability insurance may be required by the Idaho Park and Recreation Board, or Department, whenever the Department does not intend to assume the liability associated with an event. Reference the Risk Management Handbook, Facilities Use Guidelines. See <http://adm.idaho.gov/>.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

Amount of Liability Insurance _____

GROUP USE FEES

Fees that will apply to this application:

- MVEF (Motor Vehicle Entrance Fee) \$5.00 per vehicle Yes No
- \$ _____ Application Fee
- \$ _____ Deposit
- \$ _____ Negotiated Fee
- \$ _____ Per-Person Fee
- \$ _____ Reservation Fee plus Tax
- \$ _____ Shelter Fee
- \$ _____ Other _____

Note: If the Park Board-approved fee structure is waived, there needs to be two levels of review/approval and the affected revenue must be recaptured elsewhere.

REQUIREMENTS

The normal use of all facilities shall be limited to the number of people who can be accommodated by available utilities and safely handled by law enforcement. This number shall be determined for each park in accordance with health and legal requirements.

No organized group shall exceed the use limits as may be set forth by the Department without qualified representatives of the Group meeting with the Idaho Park and Recreation Board at a regular meeting no less than sixty (60) days prior to the requested date of use to discuss the proposed use and obtain approval.

The Idaho Park and Recreation Board shall have the right to require financing of any required temporary utility and law enforcement facilities and a deposit to cover possible damage to existing facilities.

All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the Group. See <http://adminrules.idaho.gov/rules/current/26/0120.pdf>

A Group Use Permit may be denied if it appears to the Director of the Idaho Department of Parks and Recreation that the group use would result in permanent injury to the park facilities or environs, or if the group use would preempt use of the park by the general public during a time period when use of the park area by the general public is projected to be near capacity.

Food Service: Non-profit, fraternal organizations, schools and churches are exempt for one-day-a-week events or meals. No food service license is required. All other public food events (one or more days) must be licensed by the local health district office. See <http://adminrules.idaho.gov/rules/current/16/0219.pdf> (Idaho Food Code).

PLEASE PRINT

Name of Event: _____ Date(s) of Use _____

Applicant Name: _____ Applicant Title: _____

Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____

I HEREBY ACCEPT THE PERMIT SUBJECT TO ALL THE TERMS AND CONDITIONS IMPOSED UPON ITS ISSUANCE.

Applicant Signature _____ Date _____

IDPR USE ONLY

Repeat Applicant Yes No

Approved Subject to Conditions Yes No

Conditions: _____

APPROVAL

Park/Program Manager _____ Date _____

Region Bureau Chief _____ Date _____

Deputy Director _____ Date _____

Director _____ Date _____

Board Chairperson _____ Date _____