

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



Date of Application: \_\_\_\_\_

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

**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 of the Week (please list)

Person, 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)**

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

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**(Secondary Person)**

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

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Will First Aid Be Provided?  Yes

Will Alcoholic Beverages Be Sold?  Yes

**If yes, please provide special permit number from the Alcohol Beverage Control or retail license number here**

\_\_\_\_\_

For more information about selling alcoholic beverages, call toll free (888) 222-1360 or e-mail to [abc@isp.state.id.us](mailto: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**

**Plans for Traffic Control, Including Parking (Include estimated number of vehicles in this section)**

**Plans for Sanitation, Solid Waste Disposal, and Water Supply**

**Plans for Area Clean Up and Rehabilitation**

**Description of Program, Displays, and Concession Booths to be installed.**

**Additional Requirements Not Previously Listed**

**List of Vendors**

**Temp Permit #**

**Items They Plan To Sell**

List of Vendors	Temp Permit #	Items They Plan To Sell
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 [adminrules.idaho.gov/rules/current/26/260120.pdf](http://adminrules.idaho.gov/rules/current/26/260120.pdf)

**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) \$7.00 per vehicle  Yes  No

- \$ \_\_\_\_\_ Deposit
- \$ \_\_\_\_\_ Damage Deposit
- \$ \_\_\_\_\_ Negotiated Fee
- \$ \_\_\_\_\_ Per-Person Fee
- \$ \_\_\_\_\_ Reservation Fee
- \$ \_\_\_\_\_ Shelter Fee
- \$ \_\_\_\_\_ Vendor Fee
- \$ \_\_\_\_\_ Other

**\$ \_\_\_\_\_ Total Fees**

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.

**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 \_\_\_\_\_

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**IDPR USE ONLY**

Repeat Applicant  Yes  No

Approved Subject to Conditions  Yes  No

Conditions:

**APPROVAL**

\_\_\_\_\_  
Park/Program Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Region Bureau Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Operations Division Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

## **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. If insurance is required for event, then the primary person needs to provide a Certificate of Liability Insurance showing IDPR and the State of Idaho as the beneficiary. This should be submitted with application.

All other Idaho Department of Parks and Recreation rules shall be in effect and will be adhered to by the Group.

See [adminrules.idaho.gov/rules/current/26/260120.pdf](http://adminrules.idaho.gov/rules/current/26/260120.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 [adminrules.idaho.gov/rules/2013/16/0219.pdf](http://adminrules.idaho.gov/rules/2013/16/0219.pdf) (Idaho Food Code).