

IDAPA RULE                       IDAPA FEE                       BOARD ACTION REQUIRED  
 BOARD POLICY                       INFO ONLY, NO ACTION REQUIRED

**AGENDA ITEM**  
**Idaho Park and Recreation Quarterly Meeting**  
**November 17-18, 2021**  
**IDPR Headquarters**  
**5657 Warm Springs Ave.**  
**Boise, ID 83716**

**AGENDA ITEM: Roots Forest School - Evening in the Pines Group Use Permit**

**ACTION REQUIRED: Approval of Group Use Permit for Evening in the Pines event**

**PRESENTER: Theresa Perry, South Region Manager**

**PRESENTATION**

**BACKGROUND INFORMATION:**

Roots Forest School is Idaho’s first forest preschool and provides place-based/inquiry-based learning for children ages 18 months to 5 years. The School’s mission, through nature-based early childhood education, fosters curiosity, community, and imagination to inspire stewardship and empower life-long learners. Additional information about the organization can be found at: <https://rootsforestschool.com/about/>

The school’s activities are primarily located within Ponderosa State Park. Through a standard concession agreement, the Park and Roots Forest School have had a successful partnership for the past 5 years.

Ponderosa State Park has received a Group Use Permit from Roots Forest School to host an event at and around the park’s Activity Center. The event, Evening in the Pines, will provide a tour of the forest classroom with appetizers, beer, and wine to be followed by a catered dinner, desert, and auction.

The purpose of the event is to raise funds and awareness for the school. The vendors, that are providing the beer and wine, will ensure legal drinking age and appropriate servings protocols are adhered to. As alcoholic beverages will be sold, Park Board approval for this Group Use Permit Application is required.

The event is scheduled for August 20, 2022, from 6pm-10pm and approximately 75-100 participants are expected to attend. The profits from this event will go to Roots Forest School, which is a 501(c)3 non-profit organization. Park staff support hosting this event.

**STAFF RECOMMENDATIONS:**

**Staff recommends the Board authorize the Chairman to approve the event with the conditions on the permit application.**

May 4, 2022

Idaho State Parks Board:

We are so grateful for your consideration to allow Roots Forest School to host this important fundraising event in Ponderosa State Park. This event has been years in the making and we are thrilled that this year it will culminate into reality and we hope it will continue for years to come.

We truly value your generosity and partnership as we've worked so hard to strengthen and grow the Roots program. We're now serving over 70 families and we couldn't have done it without our special and magical home base in the park. We think the fundraiser will be extremely unique, as we're hoping to be able to host our donors and attendees right in and around our forest classroom and help give them a peek into the daily magic that unfolds in our preschool programs.

In planning this event, we have prioritized preserving the park and forest area that we will utilize and making sure it is in the same or better condition after the event as it was prior to. Stewardship of the natural area around us is a founding belief of our organization.

We appreciate your time as you consider allowing us to use the park space. Please let me know if you have any questions or concerns, I'm more than happy to provide as much information as possible.

Gratefully,

Katie Morell

**Board President**

**Roots Forest School**

## **Additional Information for Permit Application**

### **Description of Program, Displays, and Concession Booths to be installed (cont.)**

We will be setting up tables in the forest classroom area for appetizers, beer and wine. We will also be setting up tables and chairs to seat guests for dinner in the grassy area surrounding the Activity Center. We plan to provide guests with receptacles for trash, food scraps and compostables. Additional tables may be setup for vendors to organize what they need. We also plan to hang some lights in the trees in the forest classroom and Activity Center. We will have a small area setup for a jazz group, The Merchants of Groove (no vocalist) to play soft instrumental jazz throughout the event. We will be very conscious of not being too loud and disrupting others in the park. We plan to make use of a projector and screen and may have a minimally amplified microphone for the presentation, auction, and speakers to use during the dessert/presentation portion of our event.

### **Alcohol**

We have generously been donated a keg of beer from Salmon River Brewery and may purchase one additional, depending on the number of guests attending the event. An employee from Salmon River has generously offered to donate his time to pour beer during the event and make sure all regulations, including pouring appropriate servings, checking ID's, etc. will be strictly adhered to. Scoria Vineyards is also providing an employee to pour wine for the event with the same strict adherence to serving protocols.

### **Additional**

It looks like we may be exempt from providing the food license information for our caterer since we are a non-profit and it is a one day event, but please let me know if you'd like that information. I'm



**GROUP USE PERMIT APPLICATION**

Date of Application: 2/24/2022

Park Name: Ponderosa S.P.

**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: Activity Center

Date(s) of Use: August 20th 2022

Name of Event: Evening in the Pines

Days: Sun Mon Tue Wed Thu Fri Sat

Organization or Group Filing Application: Roots Forest School

Address: PO Box 2003

City: McCall

State: ID

Zip: 83638

Telephone: (208) 315-0925

E-mail Address: info@rootsforestscool.com

Number of Participants/Spectators Expected: 75-100

Arrival Time: 6:00p

Departure Time: 10:00p

**Type of Use Requested (please describe)**

We plan to give a tour in the forest classroom with appetizers, beer, and wine followed by a catered dinner and dessert at tables around the Activity Center grass area.

Purpose of Proposed Event To raise funds and community awareness for Roots Forest School.

Estimated Gross Fees Collected \$12,500

Estimated Net Profit \$8 - \$10,000

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

**(Primary Person)**

Name: Katie Morell

Address: 11 Pleasant Acres Drive

Telephone: (208) 447-0620

E-Mail: katie.morell@hotmail.com

**(Secondary Person)**

Name: Jenn Gray

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

Telephone: (509) 991-5705

E-Mail: jenn@rootsforestscool.com

PLEASE PRINT

Name of Event:	Evening in the Pines		Date(s) of Use	August 20th 2022	
Applicant Name:	Roots Forest School	Applicant Title:	Katie Morell (Roots Board President)		
Address:	PO Box 2003				
City:	McCall	State:	ID	Zip:	83638
				Telephone:	(208) 315-0925 9208

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

Applicant Signature Katie Morell Date 5/4/2022

IDPR USE ONLY

Repeat Applicant  Yes  No

Approved Subject to Conditions  Yes  No

Conditions: SEE ATTACHED.

APPROVAL

Park/Program Manager	Date
<u>Shawn McQuay</u>	<u>5-5-22</u>
Region Bureau Chief	Date
<u>Tom Johnson</u>	<u>5.5.22</u>
Operations Division Administrator	Date
Director	Date
Board Chairperson	Date

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](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.)

Activity Center building, lawn, parking lot and adjacent forest school area.

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

Permittee will be responsible for crowd control and communications.

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

Parking will occur in the parking lot of the A.C. Entrances and exits are clearly visible.

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

Water is available at the Activity Center. Public bathrooms are available on the outside of the A.C. The shop dumpster will be made available for solid waste disposal.

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

Area will be left in the condition permittee found it.

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

(see attached)

List of Vendors

Salmon River Brewery
Scoria Vineyards
Amy's Whole Food Creations
Audrey's Apples

Temp Permit #


Items They Plan To Sell (Use extra sheet if necessary)

They've donated a keg of beer to serve.
They'll be serving wine during the event.
Caterer for Appetizers and dinner
Caterer for Dessert

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 (\$14 non-resident fee applies at the following parks: Bear Lake, Farragut, Hells Gate, Ponderosa, Priest Lake, & Round Lake

Yes  No

- \$ \_\_\_\_\_ Deposit
- \$ 200.00 Damage 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 [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).

PLEASE PRINT

Name of Event:	Evening in the Pines			Date(s) of Use:	August 20th 2022
Applicant Name:	Roots Forest School	Applicant Title:	Katie Morell (Roots Board President)		
Address:	PO Box 2003				
City:	McCall	State:	ID	Zip:	83638
Telephone:	(208) 315-0925			9208	

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

Applicant Signature Katie Morell Date 5/4/2022

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



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED - OWNERS, LESSEES  
OR CONTRACTORS - SCHEDULED PERSON OR  
ORGANIZATION**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)	Location(s) Of Covered Operations
IDAHO DEPARTMENT OF PARKS & RECREATION PONDEROSA STATE PARK	LOCATIONS AS REQUIRED BY WRITTEN CONTRACT
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**A. Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**8.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring after:

1. All **work**, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your **work**" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.



SCOTTSDALE INSURANCE COMPANY®

**COMMERCIAL GENERAL LIABILITY COVERAGE PART  
SUPPLEMENTAL DECLARATIONS**

Policy No. CPS7374923 Effective Date 06/01/2021  
12:01 A.M., Standard Time  
Named Insured ROOTS FOREST SCHOOL INC Agent No. 43003

Item 1. Limits of Insurance	
Coverage	Limit of Liability
Aggregate Limits of Liability	\$ <u>2,000,000</u> Products/Completed Operations Aggregate
	\$ <u>2,000,000</u> General Aggregate (other than Products/Completed Operations)
Coverage A—Bodily Injury and Property Damage Liability	\$ <u>1,000,000</u> any one occurrence subject to the Products/Completed Operations and General Aggregate Limits of Liability
Damage to Premises Rented to You Limit	\$ <u>100,000</u> any one premises subject to the Coverage A occurrence and the General Aggregate Limits of Liability
Coverage B—Personal and Advertising Injury Liability	\$ <u>1,000,000</u> any one person or organization subject to the General Aggregate Limits of Liability
Coverage C—Medical Payments	any one person subject to the Coverage A occurrence and the General Aggregate Limits \$ <u>5,000</u>
<b>Item 2. Description of Business</b>	
Form of Business: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Joint Venture <input type="checkbox"/> Trust <input type="checkbox"/> Limited Liability Company <input checked="" type="checkbox"/> Organization including a corporation (other than Partnership, Joint Venture or Limited Liability Company)	
Location of All Premises You Own, Rent or Occupy: SEE SCHEDULE OF LOCATIONS	
<b>Item 3. Forms and Endorsements</b>	
Form(s) and Endorsement(s) made a part of this policy at time of issue: <b>See Schedule of Forms and Endorsements</b>	
<b>Item 4. Premiums</b>	
Coverage Part Premium:	\$ 1,608
Other Premium:	\$
Total Premium:	\$ 1,608

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.