

Missoula Parks and Recreation
CONSERVATION LANDS SPECIAL USE PERMIT & AGREEMENT
General Application Information and Deadlines

1. When and Where are Special Use Permits Required?

- A. Any planned activity of 12 or more people advertised to the public or an exclusive activity targeted at a specific group requires a special use permit. The Missoula Parks and Recreation Department (MPR) differentiates between Small Events (12-49 people) and Large Events (50-300 people) in the Conservation Lands Special use permit. Fees, locations, trails, and deadlines for permit submittals differ between small and large events.
- B. All Commercial events which charge a fee to participants regardless of the number of people attending the event requires a permit
- C. Any event which includes participants traveling more than 10 ft off the trail edge regardless of number of participants requires a permit. No events with more than 20 people will be allowed to travel off trail.
- D. Areas EXCLUDED from Conservation Lands Special Use Permits include: The Kim Williams Trail, Primitive roads in the Rattlesnake Greenbelt, any Public Natural Area (as defined by the Conservation Lands Management Plan) with a developed trail system, and the Moon-Randolph Homestead.

2. Seasonal Deadlines for Submitting Large and/or Competitive Event Requests:

- A. Permit Applications for LARGE EVENTS in areas NOT listed in 1.D. must be submitted to MPR by November 1st with notification of award of permit the first week of January. Large and/or Competitive Event permits will be awarded on a first-come first-serve basis.
- C. Permits for SMALL EVENTS and EDUCATIONAL EVENTS in areas NOT listed in 1.D. must be submitted to MPR a minimum of 1 month prior to the event date.
- B. Applications for permits on areas which ARE listed in 1.D. and SEASONAL OUTFITTER PERMITS must be submitted to MPR a minimum of 2 months prior to the event date.

3. Requesting for Exceptions to Policy

- A. The Parks and Recreation Board may waive specific requirements if the event is able to demonstrate they can adequately mitigate impacts to natural, recreational and cultural resources on site.
- B. Any request being submitted to the Parks and Recreation Board requires a 3 month time period to process. Requests for exception to policy must be received by the Recreation Manager a minimum of 60 days prior to the date the item will be taken to the Parks and Recreation Board. The Parks and Recreation Board meeting is scheduled for the 2nd Tuesday of each month.

CONSERVATION LANDS SPECIAL USE PERMIT & AGREEMENT

Missoula Parks and Recreation, 600 Clegg Lane, Missoula MT 59801 (406) 552-6273 or 721-PARK Fax (406) 552-6275

In consideration of the covenants herein expressed, the City of Missoula Parks and Recreation Department hereinafter called the "City", does hereby grant permission to organization/individual below hereinafter called "Permit Holder":

(Name of Organization)

(Primary Organization Representative)

Address: _____

City _____

State _____

Zip _____

Phone: Days _____ E-Mail _____

2nd Contact Person _____ Phone _____

Event Name: _____

Expected # of Participants _____

Conservation Area (attach map for trail events): _____

Date of Use: From* _____ To _____, 20 ____.

*Must be submitted a minimum of 60 days prior to event date.

Time of Use: From _____ To _____

Special requirements of this permit: SEE ATTACHMENT(S)

PLEASE CHECK WHICH TYPE OF EVENT YOU ARE APPLYING FOR:

- Small Event (12-49 people) which will not require MPR Staff to document pre & post-conditions or to staff the event a minimum fee of \$100, or \$5.00 per participant (whichever is greater). Fees will be used toward management of Missoula's Conservation Lands and permit administration. Requires a \$200 Deposit. Small event permit applications must be submitted 1 month prior to the event date.
- Large Events (50-300 people) which require MPR Staff to document pre & post-conditions and/or to staff the event, a permit fee shall be established to recoup the direct expenses of MPR. Additionally, or in cases where conditions reports and MPR staff are not necessary, 20% of entry fees plus 10% of net profits shall go toward management of Missoula's Conservation Lands. Requires a \$600 deposit. Large event permit applications must be submitted by Nov. 1st the year prior to the event date.
- Seasonal Outfitter Permit A minimum fee of \$100, or \$2.50 per participant (whichever is greater) and a \$200 deposit. Allowing entities to be permitted as "outfitters" will be decided on a case by case basis depending on the mission/goals of the applicant, history of past use, and submitted use plan. Outfitters may be required to meet with City-staff before a permit is issued.
- School/Educational Non-Profit/Local Government Educational Event - Educational events do not charge a fee to participants. Priority permitting will be given to events which serve school children and young adults. **NO FEE IS BEING CHARGED TO PARTICIPANTS, APPLICATION DUE MINIMUM OF 30 DAYS PRIOR TO EVENT.**

CHECK LIST OF REQUIRED DOCUMENTS:
(Please send separate checks for Fee & Deposit)

- Attach Special Resource Consideration Plan and Learning objectives (see below for more details).
- Fee Collected: _____ Date Paid: _____
- Deposit Fee: _____ Date Paid: _____
- Copy of Liability Insurance from Permit Holder (All events require insurance)
- Alcohol being served by caterer with cabaret license, provide copy of permit or license from business, or Special Revenue Permit issued by MT State Revenue Dept.
- Attach copy of any proposed printed material to be distributed to the public.

Will you need additional Permits?

ITEM

ADDITIONAL PERMIT REQUIRED

<input type="checkbox"/> Serving Food / Concessions of any kind	Parks & Recreation Concession Permit
<input type="checkbox"/> Will there be Alcohol at event?	Parks & Recreation Alcohol Permit / Special Revenue Permit from State of MT

For planning purposes the following policies need to be considered:

The Conservation Lands Manager in collaboration with appropriate Board and staff will:

- Retain the right to cancel any event if conditions including but not limited to; weather, trail conditions, fire conditions, or emergency wildlife closures exist and are such that the impacts of the event will exceed those outlined in the original permit or in cases where public safety is a concern.
- Inspect and document site conditions before permitting an event, and then following the event.

Considerations for All Events:

- All events which charge a fee to participants must provide an option for participants to make a tax-fee donation for management of Missoula's Conservation Lands.
- No events will be permitted on Mt. Jumbo's backbone trail.
- Competitive events are designated to use of primitive roads only.
- No event larger than 20 people will be permitted to leave designated trails except as part of an approved land management activity.

Prohibited use for Large or Competitive Events:

- No events larger than 300 participants are allowed on City Conservation Lands
- No more than 4 large events shall be permitted on City Conservation Lands annually and with no more than 2 large events permitted on any one trail segment.
- No large events will be permitted on the North Hills Ridge trail due to the presence of sensitive plant communities.
- No Large Competitive events may start at a City Trailhead
- No Mass Starts Allowed.
- Allowed off trail.
- Allowed on any single track trails.

ALL CL Special Use Permits MUST INCLUDE a Resource Consideration Plan
Please attach an overall event plan which specifically covers the following requirements:

1. Education – all events must include a component educating participants about responsible recreation in protecting resources, and the importance of Missoula's Conservation Lands.
2. Parking – no event shall occupy more than 1/2 of the parking spaces at any main trailhead.
3. Route Map – include staging area and any road or trail routes event will travel. Reference map provided by City.
4. Trash – events are required to pack out and dispose of all trash generated by the event (use of park garbage cans not acceptable as disposal site). Failure to do so could result in forfeiture of part or entire deposit.
5. Events using Trails or Primitive Roads may NOT USE SPRAY PAINT OR SPRAY CHALK on the ground as directional markers. Use of spray paint or spray chalk will result in the loss of your deposit. If deposit amount will not cover the cost of paint or chalk removal, the organization or individual permit holder will be invoiced for the actual cost of clean-up.
6. Events lasting longer than 2 hours are required to provide appropriate number of portable toilets and/or have an approved plan for providing restrooms.
7. Include how event organizers plan to mitigate the impacts event will have, and how they plan to protect resources.
8. Provide Emergency Access Plan.
9. Be prepared to submit a rescheduling plan should your permit be cancelled due to conditions beyond the Missoula Parks and Recreations control.

The Permit Holder has received and Agrees to the Conservation Lands Special Use Permit Terms and Conditions.

The Conservation Lands Special Use Permit constitutes the entire agreement between the parties hereto.

Missoula Parks and Recreation Approval BY: _____

Organization Representative (Signature) _____

Name (Printed): _____ Title: _____

The parties have hereunto executed this document _____, 20____.

- **ALL QUESTIONS/CONCERNS REGARDING THIS EVENT NEED TO BE ADDRESSED TO SHIRLEY KINSEY, RECREATION SUPERINTENDENT @ 552-6273.**
- **IF CONCERNS ARISE AFTER REGULAR BUSINESS HOURS CALL 552-6273 AND SPEAK WITH MANAGER ON CALL.**

Conservation Lands Special Use Permit Agreement Terms and Conditions:

Organization/Organization Representative referred to as PERMIT HOLDER in Terms & Conditions.

1. The Missoula Parks and Recreation will not issue an assurance of a Conservation Lands Special Use Permit without required documentation. The PERMIT HOLDER is responsible and required to obtain all licenses and permits required by Federal, State, and County or Municipal government. Licenses and permits could include; a copy of your city business license, non-profit ID, and if applicable, your Workman's Compensation I.D.
2. The PERMIT HOLDER hereby indemnifies and holds the City of Missoula harmless of and free from any and all loss, damage or injury to any person or persons, whomsoever, or property, arising from any cause or for any reason whatsoever in or about the described facilities; and the PERMIT HOLDER further agrees to waive all claims against the City on account of any loss, damage or injury from whatever cause which may occur to it and its property in the use and occupancy of said described premises, the giving of this waiver being one of the considerations upon which this Special Use Permit is granted.
3. The PERMIT HOLDER agrees to furnish the City of Missoula a CERTIFICATE OF INSURANCE for their entity providing liability insurance coverage for their event that also identifies the City of Missoula as an additional insured on the CERTIFICATE OF INSURANCE. The CERTIFICATE OF INSURANCE coverage limits shall provide liability insurance coverage in the minimum amounts of \$750,000 for each claim and \$1.5 million for each occurrence. The CERTIFICATE OF INSURANCE shall also provide that the insurance coverage shall not be amended, altered, canceled, or reduced without providing at least ten (10) days advance written notice to both the insured as well as to the City of Missoula. The CERTIFICATE OF INSURANCE shall be filed by the PERMIT HOLDER along with their application for a permit."
4. The Parks and Recreation Department will provide guidelines for users special needs on a case by case basis. PERMIT HOLDER must provide all their own equipment. The City of Missoula Parks and Recreation Department is not responsible for any losses due to, but not limited to; weather, trail, fire conditions, emergency wildlife closure, or any other conditions beyond our control.
5. The PERMIT HOLDER shall not assign or transfer this Conservation Land Special Use Permit or sublet any portion thereof without the written consent of the City of Missoula Parks and Recreation.
6. The PERMIT HOLDER, either as an individual or on behalf of a group or organization, hereby agrees that this permit shall not be used in any manner that would discriminate against any person or persons on the basis of race, color, religion, national origin, age, marital status, ancestry, receipt of public assistance, political beliefs, physical or mental handicap, ex-offender status, or sex.
7. Any Alcohol being served or sold to the public at large needs to be provided through a business with a Cabaret License, or organization needs to obtain a Special Revenue Permit from the State of Montana.
8. The PERMIT HOLDER is responsible for picking up all garbage generated from the event and

removing from site.

9. The PERMIT HOLDER will be responsible for any and all damages that occur to Parks and Recreation facilities due to PERMIT HOLDER'S negligence or willful action. If damage repair exceeds the amount of the deposit the PERMIT HOLDER agrees to pay for the full cost of repair or restoration.
10. The Missoula Parks and Rec. Dept shall have the right to terminate the Conservation Lands Special Use Permit if it is determined the PERMIT HOLDER is not acting in the best interest of the general public or the City of Missoula.
11. The PERMIT HOLDER shall pay a damage/security deposit of \$200 or \$600 depending on event size at the time the agreement is signed. This deposit fee will be held for a minimum of 5 working days after the event to allow for the event area or trails to be inspected after the event.
12. **Deposit Checks not pick up by November 1 will be destroyed.**