

SUMMARY OF SPECIAL EVENTS POLICY

[Examples of special events covered under the policy include, but are not limited to: Running events, organized sports activities, car shows, business fairs, exhibit shows, historical reenactments, boat races, etc. Events held within a State Park Inn are not typically issued a special events permit, but instead are covered under a business contract between the Inn and the event sponsor.]

1. The Special Events Permit Policy is established to: create a process to allow events requiring exclusive access or normally prohibited activities, ensure compliance with Administrative Rule 312 IAC 8-2-15, "Use by Private Organizations", and to address liability issues associated with these events.
2. If the event is co-sponsored by a Division within the Department of Natural Resources, a special event permit may not be required
3. Submission of this application (State Form 15228 (R / 7-09) will initiate an in-depth review of the proposed event. If any one of the following criteria is true, a special event permit is required:
 - a. Event will be advertised and/or will invite the public to participate in or attend the event.
 - b. Applicant requires a registration fee for the event and/or that fee could be collected on the DNR property.
 - c. Event preempts the use of any facilities, land, and/or water that is generally available to the public.
 - d. Event has the potential to disrupt property use or create potential crowd control or public safety concerns.
4. A non-refundable application processing fee of \$25* is due at the time the application is submitted for review. An application for a permit for special events must be completed and submitted at least thirty (30) days prior to the event. An application not received at least thirty (30) days prior to the event, may be denied, or may be subject to additional fees.
5. Other additional fees shall be assessed after review of the application. These fees will be based upon impact to the property through a variety of factors, for example: exclusive use of public facilities; visitor impact to sensitive areas; involvement of property personnel, etc.
6. All other standard DNR fees and charges apply.
7. If it is determined that a special event permit will be issued, the property will prepare and submit the permit to Central Office for review and approval. If the event is approved by the applicable Division Representative, it is then forwarded to the DNR Executive Office for approval before the final permit is issued.

*** Application fee is subject to change**

DEFINITIONS

1. Commercial use is defined as an activity which involves the buying or selling of goods or services, or the exchange or attempt or offer to exchange goods or services for money, barter, or for anything of value with the intent of profiting an individual or business.
2. IRS definition of non-profits, charities, etc. Refer to: <http://www.irs.gov/publications/p557/ch03.html>

FOR OFFICE USE ONLY:

_____ Application Fee Received

_____/_____/_____ Date Received

Reference Code Assigned:

(5-digit Dept ID – 2-digit Year – 2-digit consecutive event #)

(i.e. First event at Brookville in 2009 would be 55756-09-01)

_____ - _____ - _____