



Michigan Department of Natural Resources

EVENT APPLICATION FOR USE OF DEPARTMENT MANAGED LAND

*This information is required under authority of Part 5 of Act 451 of 1994, as amended.
MCL 324.501 - 511 and the Rules for the Regulation of State Lands, R299.921 - R299.932.*

| DNR Use Only |
|-----------------|
| Management Unit |
| Permit Number |

APPLICANT: Please read instructions and all attachments before certification and signature. Submit completed application to local Michigan DNR office where permit is being sought. Application must be submitted at least sixty (60) days prior to proposed use. Attach additional information as needed to fully describe proposed use activity. Submission of Event Application does not guarantee approval.

| SECTION A | | | | | |
|--|--|---|------------------------|---|--|
| Name of Applicant/Organization | | | Name of Contact Person | | |
| Address | | | Address | | |
| City, State, ZIP Code | | | City, State, ZIP Code | | |
| Primary Phone Number | | Alternate Phone Number | | Primary Phone Number | |
| E-mail Address | | E-mail Address | | | |
| <input type="checkbox"/> For Profit/Commercial | | <input type="checkbox"/> Non-Profit (501c3 or Tax Exempt) | | Federal EIN | |
| <input type="checkbox"/> Other: | | | | <input type="checkbox"/> Private Event (Wedding, family reunion) | |
| | | | | <input type="checkbox"/> Public Event (Community Concert, festival) | |
| SECTION B | | | | | |
| Event/Program Name | | | | Is this event/program part of a DNR campaign? | |
| | | | | <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Campaign Name | |
| Type of Event: <input type="checkbox"/> ORV <input type="checkbox"/> Snowmobile <input type="checkbox"/> Fishing Tournament <input type="checkbox"/> Equestrian <input type="checkbox"/> Walking/Running/Triathlon <input type="checkbox"/> Biking <input type="checkbox"/> Wedding <input type="checkbox"/> Educational <input type="checkbox"/> Other (specify): | | | | | |
| List proposed location(s) on state land (state game/wildlife area/park/recreation area/forest/trail etc. and/or legal descriptions). Attach a map which will be subject to correction by Department. | | | | | |
| Set-Up Start Date | | Start Time | | Clean-Up End Date | |
| | | | | | |
| Event Dates | | Event Start Time | | Event End Time | |
| From: | | | | Number of Participants, Spectators, Volunteers & Staff | |
| To: | | | | Number of Recreational Units (Campers, vehicles, etc.) | |
| If the proposed event/program would occur weekly, indicate which days: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F <input type="checkbox"/> Sat. <input type="checkbox"/> Sun. | | | | | |
| Other Information: | | | | | |
| Description of proposed type of event/program. <input type="checkbox"/> Check box if additional information is attached. | | | | | |

SECTION C

| | | |
|--|--|--|
| Will event require use of utilities? <input type="checkbox"/> Water <input type="checkbox"/> Electric <input type="checkbox"/> Sewer | | If yes, explain: |
| Will event require use of: <input type="checkbox"/> Parking lot <input type="checkbox"/> Campground <input type="checkbox"/> Access site <input type="checkbox"/> No use required | | If yes, explain: |
| Will structures or equipment be placed on state land? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, explain: |
| Will applicant charge a fee/donation for participation? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, amount: \$ |
| Will you be using any utility vehicles? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, explain: |
| Will sound amplification equipment be used? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, explain: |
| Will food, beverages or other items be prepared/sold? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, explain: |
| Will alcohol be served or consumed? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, explain: |
| Will event be competitive? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, explain: |
| Would you like to be included in the DNR Calendar of Events? | <input type="checkbox"/> No <input type="checkbox"/> Yes | If yes, fill out and return DNR Event Calendar Form PR4761 |

SECTION D

| | |
|---|--|
| Safety Plan: A safety plan is normally required for events as stated in the attached instructions. | Safety Plan Attached <input type="checkbox"/> No <input type="checkbox"/> Yes |
|---|--|

SECTION E – APPLICABLE ONLY FOR AN EVENT AT PARKS OR ON PRD MANAGED TRAILS

If eligible, would you like a portion of your permit fee to be donated to the park/trail? (This is not an additional fee.) No Yes

APPLICANT CERTIFICATION

I certify that the information submitted herein, including all attachments, is accurate and complete. I understand that if I decide to withdraw my application it is my responsibility to notify the Department. I also understand that I am responsible for all Application and Review fees incurred prior to the withdrawal. Application and Review fees are charged at a rate of approx. \$50 per hour of staff time (If it is estimated the review charges exceed \$250, the applicant will be notified).

Applicant/Authorized Representative (Print or Type)

Signature

Date

APPLICATION INSTRUCTIONS

Hereinafter, the Michigan Department of Natural Resources shall be referred to as "Department," and the Permit Applicant shall be referred to as "Applicant."

1. **Section A:** Applicant should primarily provide the contact information for the individual or organization applying for the permit. If there is a primary contact that differs from this contact, please provide that information in the space provided. Applicants associated with organizations should indicate if the organization is a commercial (for profit) or non-profit organization and provide their Federal EIN.
2. **Section B:** Applicant shall clearly and concisely state the proposed use of Department managed land by completing the application and attaching supplemental information, as needed. **Proposed use information should include:**
 - a. Provide complete date and time information for your proposed use.
 - b. Identify the state lands, trails or Department facility requested for the proposed use. Note: The Department does not have the authority to authorize access to lands it does not own or administer. If using a part or portions of the state-wide trail system located upon private lands and private lands held as Commercial Forest lands pursuant Part 511 of the Natural Resources and Environmental Protection Act (MCL 324. 101, et. seq.) requires separate permission for event use from the private landowner. Lands certified as Commercial Forest Lands shall not be used in a manner that is prejudicial to its development as a commercial forest, use the land for commercial purposes, or deny the public the privilege of hunting and fishing unless the land is closed to hunting or fishing, or both, by order of the department or by an act of the legislature (MCL 324.51113).
 - c. Attach location map(s).
 - d. Provide estimated total number of participants/spectators/volunteers and staff.
 - e. Provide estimated number of recreational units (motor homes, camping trailers, shelters, or tents) if applicable.
3. **Section C:** Applicant shall answer the question and provide additional information, as necessary.
4. **Section D:** While the Department encourages all Applicants to develop a safety plan, a plan will be required for activities that require insurance. Common elements of safety plans include but are not limited to emergency contact information, location of nearest hospital, first aid stations, weather plan, lost child, etc. Activities in which there could be a fire risk, including activities with motorized vehicles should always include a section regarding fire. Provide as additional attachments.
5. **Section E:** Applicants hosting events on Parks and Recreation Division administered lands have the option of donating a portion of their event fee to the unit's gift account to be used for local improvement projects.

ITEMS THAT MAY BE REQUIRED AFTER REVIEW:

1. **Permit Fee:** There may be a fee associated for any approved event that is determined through a scoring process. This fee is charged to recover the Department's costs associated with the review and monitoring of the permit. The potential impacts to the facility, public and natural resources are also evaluated within the scoring process.
2. **Insurance:** The Applicant shall provide a certificate of insurance as proof of liability coverage protecting from claims that arise out of, are alleged to arise out of, or otherwise result from Applicant's land use. The Applicant's insurance policy must provide coverage for not less than the term of Applicant's land use and include as an additional insured: "**The State of Michigan, its departments, divisions, agencies, offices, commissions, officers, employees, and agents.**" The Applicant must notify the Department within five (5) business days if required coverage is cancelled or not renewed.
3. **Performance Bond:** A cash or surety bond, if requested by the Department, shall be provided by the applicant prior to issuance of the permit, as a guarantee of faithful performance of the conditions of the permit. As soon as security for the performance of the terms and conditions of the permit or the settlement of claims incident thereto is no longer necessary, deposits in lieu of surety or cash bond will be returned to the applicant/permittee.
4. **Environmental Assessment:** The Department will advise if an environmental assessment is needed to provide information necessary to complete your application.
5. **Camping Outside a Designated Campground:** If camping involves five (5) or more sites (thirty-two or more individuals or five (5) or more recreational units), a Temporary Campground Permit must be obtained from the local county health department. Copies of the permit must be provided to the Department before use.
6. **Additional Permits:** The issuance of a permit from this application does not replace the need for other permits or licenses that may be required by law for this activity. A copy of all required permits must be in possession of permittee and their agents (employees, representatives, associates, volunteers, members) while using Department Managed Lands.