

Special Use Permit Rules and Regulations

Thank you for your interest in the Champaign County Forest Preserve District (CCFPD).

Special Use Permits are required for groups of **25 or more people**, are **not transferable**, require a **\$75 non-refundable fee**, and must be submitted **at least 10 business days** prior to the event for approval.

Minor changes may be made with written permission of the Executive Director provided that:

- the specific Forest Preserve designated has not changed,
- the date(s) involved have not changed,
- the number of designated areas is not increased, and
- the request for change is made at least 72 hours prior to the event.

No person shall use District Property for any of the following uses, unless the person has first obtained and has physical possession of a Special Use Permit allowing such use.

Section III of the CCFPD Ordinances - USES AUTHORIZED WITH A PERMIT - Covered by Special Use Permit Application

1. Requires Insurance –

- riding any animal or providing any ride in which a Vehicle is pulled or moved by an animal; training or exercising any dog or other animal or allowing a dog or animal to be unleashed on District Property;
- use of any District Property designated by the District as a Special Use Area;
- conducting **organized** contests or sports, including but not limited to any team sport or game such as cross-country, baseball, football, field hockey, volleyball, lacrosse, soccer, or horseshoes;
- conducting shows, exhibits, dramatic or musical performances, plays, acts, or motion pictures;
- conducting a day camp;
- a group picnic at an Area where picnics are not Authorized Uses;
- use of an amusement device;
- arranging or sponsoring a bazaar, fair or carnival, animal rides, balloon launch or release;
- use of a hot air balloon, airplane, glider, hang glider, kite,, or parachute to ascend from or descend to District Property;
- offering or providing any goods or services for sale or conducting or soliciting any business, trade, occupation, or profession;
- accessing any District Property by a Vehicle if such property is not available for access to the general public;
- any use on District Property that is not an Authorized Use on that property;

2. Insurance May be Required

- any use on District Property, if the District Property is not open to the general public at the time of the proposed use;
- drawing of water from any of the ground or surface waters for other than District use;
- use of District Property in any manner that emits Sound (a) that unreasonably interferes with the enjoyment of District Property by other members of the public or (b) that may disturb sensitive natural resource Areas, or (c) at a decibel level in excess of that which is prescribed by the Illinois Environmental Protection Agency or that is audible for a distance of 75 feet from the source of the Sound or which is disturbing to the reasonable quiet of other persons nearby;
- taking any still or motion pictures for commercial purposes or for use in commercial advertising;
- distributing any handbill, pamphlet, or other written or printed material, seeking or soliciting charitable donations;

Covered by either Special Use/Facility Rentals

(may or may not require insurance but is covered as a part of the Special Use Permit/Rental Alcohol Insurance, requirement)

- uses that are intended or likely to exclude other members of the public from using or enjoying a particular Area of District Property, including weddings, receptions, meetings, assemblies, parades, marches, drills, maneuvers, rallies, pickets, speeches, and addresses; uses of District Structures, or other Areas of District Property, if the District has determined that the orderly use of such buildings or Areas requires a written reservation system;
- possession and responsible consumption of alcoholic beverages for persons 21 years of age or older at the designated District locations. Permit grants a certain person or persons renting pavilions and the immediate grounds of those pavilions; the grounds of the 18-hole and Par 3 golf course, the golf course pro shop, lounge and clubhouse facility; the museum and botanical garden, and other Areas so designated by Permit as permissible for the possession and responsible consumption of alcoholic beverages.

Natural Resources Permit Information - Contact the Director of Natural Resources at 586-4389

- Research for any scientific study or survey. Scientific collection, research, observation, or measurement on any District Property including soils, plants, animals, or waters are prohibited without prior approval and proper Permitting from the Champaign County Forest Preserve District, and private, state and federal agencies; or
- Placement of geocaches must be approved with conditions specified by the District prior to placement. Unapproved or unauthorized geocaches will be removed.



SPECIAL USE PERMIT APPLICATION

This application is made to the Champaign County Forest Preserve District to obtain a Special Use Permit to conduct the activity by and on behalf of the Individual and/or Sponsor Group, all as described herein:

Section I - Location - Select where your event will take place:

[] Homer Lake [] Kickapoo Rail Trail [] Lake of the Woods [] Middle Fork River [] River Bend [] Sangamon River

** A map must be submitted with location and/or route clearly marked

Section II - Contact information (please print clearly)

- 1. Organization: _____
- 2. Contact Name: _____
- 3. Mailing Address _____
- 4. Phone: (day) _____ (evening) _____ (cell) _____
- 5. Email: _____

Section III – Event Details

- 1. Type of Event: _____
- 2. Event Date: _____
- 3. Time Frame: Representative Earliest Arrival _____ am pm Latest Departure _____ am pm
Participants Earliest Arrival _____ am pm Latest Departure _____ am pm
- 4. Anticipated number of: Workers: _____ Participants: _____ Spectators: _____
- 5. Number of vehicles expected: _____ off road vehicles (# / type) _____
- 6. How will parking be accommodated / managed? _____

- 7. Are you renting a CCFPD facility? If yes, which one _____
- 8. List any anticipated special needs for the participants and/or spectators for this activity (i.e. first aid, standby ambulance, crowd control, portable restroom facilities, access to electricity, relocation or additional trash barrels, etc.), and how the needs will be met (indicate needs and locations on map): _____

Section IV –

1. The undersigned representative of the Sponsor Group acknowledges that the Champaign County Forest Preserve District *may* require, as a condition of issuance of this Special Use Permit, that the Organization shall during the Special Event which is the subject of the Permit, maintain in full force and effect, at its own cost and expense, **Commercial General and Umbrella Liability Insurance for the Special Event with a limit of not less than \$1,000,000 each occurrence. CCFPD shall be named as an additional insured** under this CGL and umbrella (if any) insurance for any and all injury or damage arising out of the Special Event, pursuant to and additional insured endorsement shall be in a form acceptable to CCFPD. There shall be no endorsement or modification of this insurance to make it excess over other available insurance; alternatively, if the CGL and umbrella (if any) insurance state that it is excess or pro rate, it shall be endorsed to be primary with respect to the CCFPD.
2. By executing this Agreement, the Individual/Organization agrees to provide all of the personnel and services in connection with this activity as detailed above, to abide by all District rules and regulations, and further agrees to indemnify, defend and hold harmless the Champaign County Forest Preserve District, its officers, agents and employees from any and all claims (including reasonable attorney's fees), resulting from injuries (including death), damages and loss sustained by anyone arising out of, connected with, or in any way associated with the activity for which this application is being made.
3. The Individual/Organization understands and agrees that it is solely responsible for supervision of the group/guests/invitees and for ensuring that all attendees/guests/invitees comply with all applicable rules and regulations.
4. The Individual/Organization understands and agrees that it is solely responsible for determining if the activity site(s) is suitable, safe, and appropriate for any and all activities contemplated by this permit.
5. The Individual/Organization requests the Champaign County Forest Preserve District to consider this application and to contact its representative should any additional information or clarification be required.
6. A permit may be revoked at any time at the discretion of the district due to the misconduct of individuals in organization or for misuse of property. Future permits may be denied.
7. Additional permission and/or permits may need to be obtained at the Individual/Organization's expense from Urbana Park District, The City of Urbana, and/or The Village of St. Joseph.

Signature of Individual/ Representative of Organization

CCFPD Approval Signature

Title (if applicable)

Date

Title

Date

Please complete and return permit for approval consideration. Checks should be made payable to: *CCFPD*

Method of payment: Check # _____ Credit Card: MasterCard Visa Other _____

Date Paid: _____

OFFICE USE ONLY

Sent copy via: E-mail Fax on _____ to:

___ D Sanders ___ B Taylor ___ M Kuntz ___ M Daab
___ D Olson ___ ME Wuellner ___ L Sprinkle ___ J Hasselbring
___ B Garvey ___ M Dale ___ T Bruehl ___ _____

___ City of Urbana ___ UPD ___ Village of St Joseph

