

INSTRUCTIONS AND INFORMATION

1. Examples of SHORT TERM SPECIAL USE that may be applied for include but are not limited to:

- Public Gatherings/Special Events
- Sports/Fishing Events
- Arts and Crafts Fairs
- Holiday Events
- Any other uses deemed appropriate by PRID or BOR

Examples of COMMERCIAL TERM USE: events lasting longer than a weekend.
Businesses operating as Fishing Guides, Trail Rides etc.

2. Recreation use permit forms should not be used for placement, construction, and use of energy, transportation, water, or telecommunications systems and facilities.
3. Complete the application. All parts must be completed. If a section or question does not apply, please indicate “not applicable” or “N/A”. Make sure an attached map or drawing of the location is provided along with a copy of the insurance certificate.
4. In the description of the proposed event/activity, depending on the type of use, please include:
 - a. Description of any equipment, tents, trailers, or structures.
 - b. Description of facilities you plan to provide, such as sanitation facilities (e.g., porta potties), emergency personnel, food service or vendors, etc.
5. This issuance of authorization is at the discretion of PRID and the BOR. There is no guarantee that this authorization request will be approved. If it is determined that this use authorization is not appropriate or could interfere with project operations or purposes, this request will not be approved.
6. A \$100.00 nonrefundable application fee payable to PRID is required for processing and review of each application and is due when the application is submitted (30 to 45 days prior to the event).
7. COMMERCIAL USE PERMIT: A fee of 20% of gross revenue, for each annual commercial permit, will be due by December 31 of the year the permit is issued. The 20% gross revenue payments for Commercial Use Permits will be due immediately following the end of the event and considered late if not remitted 30 days after the event ended. Interest may accumulate on late payments.
8. SHORT TERM SPECIAL PERMIT: All unused permits need to be returned to PRID by next business day after event has ended.
9. If there are any notable changes with the business operation or the short-term event after the permit has been granted, those changes must be submitted to PRID in writing for review and approval/denial. If new changes are not approved, applicants may accept the denial of those changes or the permit can be revoked. Notable changes include, but are not limited to:
 - a. Change in location of event.
 - b. Change from a non-profit to a for-profit organization.
 - c. Change in type/purpose of activity.