



# MATANUSKA-SUSITNA BOROUGH RECREATION SERVICES

350 E Dahlia Avenue, Palmer, AK 99645  
(907) 745-9578 Fax (907) 745-9635

## OUTDOOR RECREATION FACILITY USE PERMIT

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Alcantra        | <input type="checkbox"/> Crevasse Moraine | <input type="checkbox"/> Lazy Mountain |
| <input type="checkbox"/> Government Peak | <input type="checkbox"/> Jim Creek        | <input type="checkbox"/> Other: _____  |

Organization/Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Days: \_\_\_\_\_  
Evenings: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date(s): \_\_\_\_\_ Day(s):  S M T W T H F S

Time From: \_\_\_\_\_ AM to \_\_\_\_\_ PM

**\*\*Please attach map of where activity will take place\*\***

**\*\*TRAILHEAD PARKING FEES APPLY\*\***

Describe Activity:  
\_\_\_\_\_  
\_\_\_\_\_

\*Estimated Number of Participants: \_\_\_\_\_ Estimated Number of Spectators: \_\_\_\_\_

\*Will admission / fees be charged? \_\_\_\_\_ How much? \_\_\_\_\_

\*see fee chart on page 2

### Services Provided

Will you be providing additional restrooms? Yes  No

Will you be providing concessions? Yes  No

Other: \_\_\_\_\_

### Services Requested

Trail Grooming Yes  No

Set Tracks Yes  No

Any special set up or services required?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

On behalf of the above organization we agree to all stipulations required by the Matanuska-Susitna Borough Parks and Outdoor Recreation relating to our event and use of the trail.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

**Fees\*:**

- Events under 20 people, no entry fee to participate **\$ 10.00**
- Events under 20 people, entry fee to participate (must name borough as an additional insured, see #10 under Park Facility Use Stipulations) **\$ 25.00**
- Events with 20-50 people fee or no fee (must name the borough as an additional insured, see #10 under Park Facility Use Stipulations) **\$50.00**
- Events with 50-100 people fee or no fee (must name the borough as an additional insured, see #10 under Park Facility Use Stipulations, and provide 1 porta-can) **\$ 100.00**
- Events with over 100 people, fee or no fee (must name the borough as an additional insured, see #10 under Park Facility Use Stipulations, and provide and initial 2 porta-cans and 1 additional porta-can per every additional 100 attendees) **\$ 250.00**
- Any commercial event regardless of size, pay to enter (must name the borough as an additional insured, see #10 under Park Facility Use Stipulations, and provide one porta-can per every 100 attendees) **\$ 250.00**
- Filming production permits (need a two week minimum lead time. The borough must also be named as an additional insured.) **\$ 500.00 / day**

**\*Fees may be waived or reduced for the following entities:**

- 501 c3
- Government Agencies
- Educational Agencies

FOR OFFICE USE ONLY

Date Received: _____ / _____ / _____		<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Staff Signature: _____			
Amount Due: \$ _____		Amount Paid: \$ _____	
Paid: Check #: _____ Cash: _____			

# **OUTDOOR RECREATION FACILITY USE PERMIT**

1. Submit a Parks Facility Use Permit a minimum of two weeks in advance of event.
2. Vehicles or recreation vehicles, such as ATV's or snow machines, are permitted on designated trail systems only.
3. Dogs must be kept on a leash AT ALL TIMES (per Borough Code 24.05.070, 24.05.010), unless the permit is for an organized event which requires that an animal not be physically restrained.
4. Horses are permitted on designated trails only.
5. All event flagging and signage is limited to temporary materials, i.e., survey tape, portable signs, cardboard, etc. Sponsor will set up before and remove all flagging immediately after the event.
6. NO NAILS IN TREES!
7. NO PAINT ON TREES OR GROUND!
8. Pick up and remove all litter, trash, and animal feces at the conclusion of event.
9. If concessions are sponsored, they are not to be set up in the trailhead parking area. Use picnic table locations if available.
10. Publicity for event to include "support services provided by Matanuska-Susitna Borough Recreation Services."
11. If a participation or entrance fee is being charged and/or there are more than 20 event participants, proof of insurance naming the Borough as an additional insured party will need to be provided. General Liability Insurance with cover limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence bodily injury and property damage. Certificates of insurance must be provided to the Borough prior to any trail use.