

ODNR DIVISION OF FORESTRY
APPLICATION FOR SPECIAL USE/EVENT PERMIT

Instructions and General Information

1. Applications must be submitted at least 30 days prior to the event.
2. No event shall be advertised or publicized in any way prior to the issuance of a permit. Failure to comply with this condition shall be just cause for denying the permit.
3. The applicant must coordinate detailed arrangements with the Forest Manager, who may add conditions on the permit to protect public health and safety or forest property.
4. A \$50 application fee may be required depending on the type of activity or event.
5. Applicant shall be responsible for all costs, including but not limited to labor, materials, cleaning, or utilities, incurred by the Division in connection with the event or activity. In some cases, these costs can be waived by the Chief.
6. A performance bond, to be determined by the Chief, may be required if, in the opinion of the Division, costs or damages may result from the event/activity, or to ensure compliance with permit conditions. All or a portion of the bond may be returned upon the satisfactory conclusion and evaluation of the event. If the cost to the Division exceeds the deposited performance bond, additional fees may be assessed.
7. Special use permits, unless specified, do not grant the applicants any exclusive rights over the general public for use of state forest areas.
8. Unless otherwise specified, all laws and Division rules shall be in effect.
9. Public events or activities at which a fee is charged for participation, or which involve a higher risk of accident or injury to said participants or other forest visitors (such as in off road motorcycle events, road rallies, competitive bridle trail rides, etc.), the applicant shall be required to obtain comprehensive general public liability insurance naming the State of Ohio as additional insured. The minimum acceptable coverage amount is \$500,000.
10. Participants in all events at which a fee is charged for participation must sign a waiver of liability form. The waiver may be incorporated in the sponsor's registration form and additional parties named as insureds if language is not deleted from the approved Division waiver.
11. Request for military training permits should include details on type of exercise and number and type of vehicles or aircraft involved. Firing of blanks or ammunition of any kind is prohibited.
12. For events or activities that occur on multiple state forests, only one permit application is needed. Indicate which state forests in the space provided.
13. Approval or denial of a special use permit application will be completed within thirty days of receiving a complete application. A complete application consists of answering ALL the following and providing detailed information where requested.
14. Special Use Permits issued by the Division can be cancelled or modified at any time, with notice.

14. Check each box for the Ohio Administrative Code that would apply to the event or activity:

- 1501:3-2-01 Event is during the hours that the state forest is closed
- 1501:3-2-08 Campfire outside of designated receptacles
- 1501:3-3-01 Camping outside of designated area
- 1501:3-2-14 Construction of temporary structure
- 1501:3-2-15 Rock climbing and rappelling in a non-designated area
- 1501:3-4-02 Obstructing vehicle or pedestrian traffic (roads, service roads, or where posted)
- 1501:3-4-04 Vehicles, Bicycles, Horses, Dog Sleds to be allowed off of designated roads or trails
- 1501:3-5-01 Selling or renting items
- 1501:3-5-02 Posting signs, flagging, posters etc
- 1501:3-2-05 Removal or disturbing state property List items:
- 1501:3-2-22 Geocache(s) on state forest property
- None of these selections are applicable

15. Other comments:

16. Sponsoring individual or organization(s):

Contact Person:

Email:

Street Address:

City:

State:

Zip:

Phone:

The undersigned applicant certifies that he or she has the authority to act on behalf of the sponsoring organization and is 18 years of age or older.

The applicant and sponsoring organization(s) or individual(s) further agree to indemnify and save harmless the State of Ohio from any and all liability for personal injury or property damage or any harm sustained in conjunction with activities authorized by the permit, whether such personal injury or property damage is caused by the negligence of the State of Ohio or its employees, officers, agents, or otherwise.

Signature (electronic signature allowed)

Date