

The following procedures and guidelines have been developed to ensure that all activities occurring at state park properties are consistent with the intended use of the respective park and are conducted in a responsible manner with respect to both Customer Service and Resource Stewardship. Due to the nature of opportunities and fragility of resources present at various state park properties, the type and magnitude of permitted activities may vary significantly from park to park.

When determining whether or not a particular type of use will be allowed, consideration must be given to health and safety concerns, the resources with which the State Park Service has been charged to protect, the mission statement of the State Park Service and, more specifically, that of the respective park. The philosophies and objectives of the respective park's management classification will guide the decision-making process when evaluating requests for *Special Use Permits*.

A *Special Use Permit* may not be granted if:

The activities have no relevance to the park's mission;

- The activities are potentially damaging to natural or cultural resources or the facilities or infrastructure of the park (The scrutiny under which an event is considered will increase with the significance and sensitivity of the park's resources); or
- The activities significantly displace normal activities or unreasonably preclude the general public's use or enjoyment of any non-rental facility or area that is a primary focus of the park (Noise, visual intrusion and other adverse effects on surrounding areas of the park will be considered).
- The activities are potentially hazardous to agents, participants, and/or attendees or employees (Prudent standards of risk management will be applied);

Definition and Exemptions

A *Special Use* is any activity that takes place, in full or in part, on property managed by the State Park Service except as described below. Activities *exempt* from these guidelines include events sponsored by the South Carolina Department

of Parks Recreation and Tourism (SCPRT), and any activity that meets **ALL** of the following criteria:

1. Occurs entirely during normal operating hours;
2. Involves only the traditional rental and/or use of Park Service facilities or grounds;
3. Does not require the exclusive use of any facility or area other than those typically available for rent;
4. Does not require the use or placement of items or equipment other than those typically associated with the traditional rental and/or use of Park Service facilities or grounds;
5. Does not interfere with normal public access to, use of or egress from any facility or area other than those typically available for rent;
6. Does not interfere with any aspect of the park's normal operation or staff functions;
7. Does not involve the use of any area and/or facility by an ***organized group*** as defined in the guidelines below, and for the purposes allowed for therein
8. Does not involve the exchange of monies other than the fees typically collected by the State Park Service;
9. Does not involve the service of food or alcoholic beverages to the general public;
10. Does not involve the use of any animal(s) other than for the typical utilization of areas and facilities designed and designated specifically for such purposes;
11. Does not require licensing, permitting or registration with any other federal, state or local government entity; and
12. Does not involve advertisement.

Registration

An official ***Special Use Permit Application*** must be filed with the manager of the respective park at least 90 days and not more than 12 months prior to the date of commencement in order that procedural compliance issues may be clearly conveyed and any applicable requirements fulfilled.

The manager of the site where the ***Special Use Permit Application*** is filed will respond in writing within 30 days of receipt as to whether the request has been *tentatively* approved or denied. In the case where a request is denied, the application process will be considered terminated.

When an application receives *tentative* approval, the requestor will then be required to obtain a ***Special Use Permit***, pay all applicable charges (or make billing arrangements) and provide all required documentation at least 30 days prior to the commencement of the event. All approvals will be considered *tentative* until negotiation of fees is resolved and the signed ***Special Use Permit***, applicable payments and required documentation are received by the respective park's manager.

The ***Special Use Permit*** will include a specific description of the area and/or facilities where activities are to take place, and will include detailed explanations of the following general conditions and fee requirements:

- Sponsor shall assume full responsibility for the event and its agents, participants and attendees with regards to liability, damages, and compliance with all rules, regulations and laws. User may be required to provide a certificate of insurance (with specified limits) listing SCPRT as a ***certificate holder*** or ***named insured***.
- Sponsor shall understand and agree that the privileges granted by the ***Special Use Permit*** shall in no way be construed as an endorsement, sponsorship or other form of support by SCPRT for the event or any activities, goods or services related thereto.

- SCPRT reserves the right, at the discretion of the Park Manager where the event is scheduled (or other authorized SCPRT representative) to delay or postpone any permitted use should severe weather or other catastrophic event threaten the health and/or safety of the agents, participants, and/or attendees or to cause damage to the park's resources. SCPRT also reserves the right to make entry into any facility or area at any time it deems necessary during the term of the permit.

Fees and other Charges

The minimum base fee required to conduct a special event as defined in these guidelines will be a non-refundable \$25.00 application fee. Additional fees and charges may be assessed based on the following factors:

- Duration of event
- Number of agents, participants, and/or attendees
- Number and type of facilities required for use in conjunction with the event (or required to be taken off-line to accommodate the event)
- Degree of interference with normal public activities
- Expected impact on resources and facilities
- Amount of costs, direct or indirect, incurred by SCPRT.

Additional charges will be assessed at the State Park Service's ***Standard Hourly Overtime Rate*** for each park staff person required to function in support of the event, as determined by the park's manager. This charge will apply without discretion to all events or portions thereof that occur outside of normal operating hours.

A commission charge (which may be negotiated as a flat rate or a percentage

of the actual gross revenues generated by the sponsor or its agents) may be assessed to the sponsor for the following:

1. Activities for which the sponsor, its agents, participants and/or attendees charge or receive registration, admission or other fees, regardless of whether such fees are collected prior to use, on site, pledged or otherwise committed
2. Sale of food, beverages, merchandise, memberships or other items or services
3. Benefits received from activities conducted under a *Special Use Permit* whether such benefit(s) are achieved on site or elsewhere, at least in part, as the result of the permitted use

All fees normally required of park visitors will remain in effect for all persons entering the park unless negotiated as part of the *Special Use Permit*.