



US Army Corps
of Engineers ®
Rock Island District

SPECIAL EVENT PERMIT APPLICATION

U.S. Army Corps of Engineers, Rock Island District
Saylorville Lake

In order to determine if your event will require a special event fee(s) and a special event permit from the Saylorville Lake Office, please answer the following questions:

APPLICANT NAME: _____

ORGANIZATION: _____

NON-PROFIT 501 (c) (3) DESIGNATION: YES: _____ (must provide proof with application) NO: _____

ADDRESS (Street/City/State/Zip): _____

CONTACT NUMBERS: DAY _____ EVENING _____

EMAIL: _____

FAX: _____

ALTERNATE CONTACT PERSON: _____

ALTERNATE CONTACT NUMBER: DAY _____ EVENING _____

PROPOSED ACTIVITY DESCRIPTION: _____

EVENT DATE: _____ EVENT TIME: _____

LOCATION: _____

EXPECTED NUMBER OF: PARTICIPANTS: _____ VEHICLES: _____ VESSELS: _____

IS A SINGLE PICNIC SHELTER LARGE ENOUGH TO ACCOMMODATE ALL PARTICIPANTS AND IS THERE ENOUGH PARKING AVAILABLE AT THAT SHELTER?

YES: _____ NO: _____

IS THE EVENT OPEN TO THE GENERAL PUBLIC? YES: _____ NO: _____

ORGANIZATION/CLUB MEMBERS ONLY? YES: _____ NO: _____

ARE FEES OR ENTRANCE DONATIONS OF ANY TYPE TO BE COLLECTED FROM THE PUBLIC OR PARTICIPANTS? YES: _____ NO: _____

IF "YES", WHAT ARE THE AMOUNTS AND FOR WHAT PURPOSE WILL THEY BE ASSESSED?
WHAT ARE EXPECTED GROSS REVENUES? FOR WHAT PURPOSE WILL COLLECTED FUNDS BE
USED?

WILL THE EVENT INVOLVE VENDORS SUCH AS CATERING, RENTALS OF ANY KIND, AND DJ'S?

YES: _____ NO: _____

IF "YES", LIST EACH INDIVIDUALLY.

HOW WILL ACCESS TO AND FROM THE EVENT AREA BE CONTROLLED, AND NON-
PARTICIPATING VEHICLE AND BOAT TRAFFIC BE DIRECTED AROUND OR THROUGH THE EVENT
AREA?

ARE EXISTING SANITARY FACILITIES ADEQUATE TO ACCOMMODATE EXPECTED CROWDS?

YES: _____ NO: _____

IF "NO", WHAT MEASURES WILL YOU TAKE TO PROVIDE NECESSARY FACILITIES?

WILL FIRST-AID, FIRE AND RESCUE SERVICES AND OTHER SAFETY MEASURES BE NEEDED?

YES: _____ NO: _____

IF "YES", WHAT ARRANGEMENTS AND WITH WHOM WILL BE MADE TO PROVIDE THESE
SERVICES?

WILL BUOYS, TEMPORARY COURSE MARKERS OR LAKE TRAFFIC CONTROL MEASURES BE
REQUIRED? YES: _____ NO: _____

IF "YES", PLEASE LIST REQUIREMENTS AND SPECIFIC LOCATIONS.

ARE ADDITIONAL PERMITS FROM OTHER GOVERNMENT AGENCIES REQUIRED?

YES: _____ NO: _____

IF "YES", PLEASE LIST AGENCIES AND TYPE OF PERMITS.

WILL ADDITIONAL SECURITY MEASURES BE REQUIRED FOR CROWD OR TRAFFIC CONTROL?

YES: _____ NO: _____

IF "YES", PLEASE PROVIDE MEASURES THAT WILL BE TAKEN AND ANY LAW ENFORCEMENT AGENCY THAT WILL BE ASSISTING IN PROVIDING ADEQUATE PUBLIC SAFETY.

DO YOU HAVE ANY SPECIAL REQUESTS OR CIRCUMSTANCES? YES: _____ NO: _____

IF "YES", PLEASE PROVIDE.

The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:

Authority: 5 P.L. 93-579

Purpose: To provide a contact in connection with permit activities

Routine Uses: Permit is issued under the direction of the Rock Island District Corps of Engineers. The names and addresses of those who obtain the permit are not reported, but are kept on file at the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of permit.

Please return the completed special event permit application to our office by one of three ways (do not send any payments at this time):

Mail:

US Army Corps of Engineers
Saylorville Lake
5600 NW 78th Ave
Johnston IA 50131

Fax:

515-276-2088

Email:

John.R.Benjamin@usace.army.mil

Angela.S.Rodgers@usace.army.mil

Fee Schedule:

Basic special event permit fee (non-refundable): \$75.00*

Ranger Staff	\$40.00/hour
Boat/w Crew	\$125.00/hour
Additional Picnic Tables	\$20.00 ea
Additional Garbage Cans	\$10.00 ea
Additional Mowing	\$50.00/acre

* Basic fee can be waived under limited circumstances