

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

EXPECTED NUMBER OF: PARTICIPANTS: \_\_\_\_\_ VEHICLES: \_\_\_\_\_ VESSELS: \_\_\_\_\_

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? 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 78<sup>th</sup> Ave  
Johnston IA 50131

**Fax:**

515-276-2088

**Email:**

[Angela.L.Stone@usace.army.mil](mailto:Angela.L.Stone@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