



**US Army Corps
of Engineers**®
Rock Island District

SPECIAL EVENT APPLICATION

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

To determine if your event will require a special event fee (s) and a special event permit from the Saylorville Lake Office, please provide the following application information necessary to process your request (attach additional pages if necessary). This application needs to be submitted at least 30 days in advance of the requested event.

Organization: _____

Name: _____

Address: _____

Phone Number: _____ Alternate Phone Number: _____

E-mail: _____

Event Description: _____

Event Date: _____

Event Time: _____

Specific Location: _____

Expected Number of: Participants: _____ Vehicles: _____ Vessels: _____

Number of additional people (spectators, visitors, volunteers): _____

1. Are fees or donations 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 the expected gross revenues? For what purpose will the collected funds be used?

2. Will the event involve vendors (ex: food trucks or companies selling goods or services)?

Yes: No: If "yes", list each individually.

3. 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?

4. Will restricted access to the event be required? Yes: No:

If "yes", what circumstances or conditions of the event require that access be restricted?

5. What are the time requirements for set-up and take-down for the event?

6. Will first-aid stations, ambulances, safety vessels, or other safety measures be required?

Yes: No:

If "yes", what measures will be taken to provide the needed services and equipment?

7. Will support equipment's (i.e., buoys, temporary course markers, bleachers or traffic control devices) be required? Yes: No:

If "yes", list the equipment and when they will be set up and taken down.

8. Will there be any storage requirements needed prior to or following the event?

Yes: No:

9. Are permits from other governmental agencies required? Yes: No:

If "yes", list agencies and type of permits.

10. Will security measures be required for crowd or traffic control? Yes: No:

If "yes", what measures will be taken to ensure adequate public safety?

11. For events open to the general public, involving inflatables, fireworks, motorized equipment such as boat, jet skis or motorcycles, etc. and/or where a fee will be charged for access or participation in the event, proof of liability insurance will be required prior to the issuance of a special event permit with the following dollar amounts:

- (1) Bodily injury insurance \$1,000,000 each person
- (2) Comprehensive liability insurance \$1,000,000 each person
- (3) Property damage insurance \$1,000,000 each occurrence

12. Inflatables with water, dunk tanks, and/or pools; are not allowed.

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

Authority: 5 U.S.C. §552a.

Purpose: To provide a contact in connection with special event activities.

Routine Uses: Special Use Permit is issued under the direction of the U. S. Army Corps of Engineers. The names and addresses of those who obtain the Special Use 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 any other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of a Special Use Permit.

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

Mail:

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

Email:

Justin.R.Edwards@usace.army.mil

Fee Schedule:

Basic Special Event permit fee (non-refundable): \$75.00*

Ranger Staff: \$75.00/hour per ranger

Boat w/ Crew: \$150.00/hour

Additional Mowing: \$75.00/acre

Additional Picnic Tables and Garbage Cans: Other charges may apply

*Basic fee can be waived under limited circumstances