



# United States Department of the Interior



NATIONAL PARK SERVICE  
Crater Lake National Park  
PO Box 7  
Crater Lake, OR 97604

IN REPLY REFER TO:  
CRLA CUA Program

## Dear CRLA Commercial Use Authorization (CUA) Applicant:

Thank you for contacting the Crater Lake National Park Commercial Services office in reference to obtaining a Commercial Use Authorization (CUA). CUAs are required of all individuals, organizations, or businesses who lead commercial trips within Crater Lake National Park, or in other ways receive monetary gain or profit from commercial activities that take place within the park.

If you plan to provide commercial services in Crater Lake National Park in 2022, you will need to have a current CUA on file prior to your first trip in the park. CUAs are issued in one-year increments, expiring on December 31<sup>st</sup>. CUA application fees are not pro-rated.

Please note: If you received a CUA in 2021, we require your Annual Report and Management fee before we can process your 2022 CUA application.

CUA Applications are processed in the order in which they are received. In order to be reviewed, a complete Application Package must be received by the CUA Office a minimum of four weeks prior to the start of commercial activities in the park. Applications received within the four week time frame may be reviewed *as time allows*, but there is no guarantee that the CUA will be processed within this short time frame. Late applications that are able to be processed will be assessed a \$100 Expedited Processing fee in addition to the Application Fee.

## A Complete CUA Application Package Consists of:

1. Completed CUA Application (fillable form attached), including:
  - Cover letter describing your planned operations in 2021.
  - List of trip leaders/guides, along with copies of current certifications and licenses (CPR/First Aid, Wilderness First Responder, CDL, etc.) for each guide, if applicable. (See Attachment B of the Application)
  - Copy of your current advertising brochure and rates and/or links to websites.
  - Description of any prepared food service that will be provided for guests in-park.
2. Current Certificate of Insurance for Commercial General Liability and Automobile Liability, reflecting at least the minimum coverage amounts listed in the application.

- The Certificate(s) must include the “United States of America” as the certificate holder and additional insured, listed as:

United States of America  
Crater Lake National Park  
PO Box 7  
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3. The \$200.00 non-refundable Application Fee, payable through [pay.gov](https://www.pay.gov) (preferred) or by check. If you use [pay.gov](https://www.pay.gov), the bill will be generated and sent once you have submitted your application.
4. Your Visitor’s Acknowledgement of Risk (VAR) form, should you choose to use one. (example form attached, see note on VARs below)

In addition to the above, if you will be providing or transporting food for your clients during their trip, please provide the following:

1. A copy of the permit that shows the food is being prepared in an approved facility (or applicable food sourcing information)
2. A copy of a food handlers license and evidence that a licensed food handler is always on site
3. A copy of the menu you will be providing
4. An explanation on how all TCS foods will maintain the proper temperature
5. A COVID safety plan related to food service (food handling, handwashing, etc.)

## **Items of Note for the Crater Lake National Park CUA Program**

### **1. CUA Fee Structure**

Public Law 105-391, section 418, requires the National Park Service (NPS) to collect a reasonable fee for CUAs at an amount at least sufficient to recover the NPS’s costs in administering and managing the CUA program. Thus, all CUA applicants and holders will be required to pay two types of fees: (1) Application Fees and (2) Management Fees.

CUA applicants will pay a \$200 non-refundable annual Application Fee. CUA holders also pay a Management Fee determined as a percentage of gross receipts generated from in-park operations, less the Application Fee. The cost of in-park lodging may be excluded from in-park gross receipts for the year.

In-park operations will be determined by the number of days or hours spent in the park while engaged in the activity authorized under the CUA. For example if one day of a four day tour is spent in Crater Lake, then 25% of revenue from that tour would count towards in-park gross

receipts. Likewise, if six hours of an eight hour tour are spent in the park, then 75% of revenue from that tour would count towards in-park gross receipts.

The Management Fee will be assessed using the following percentages and amounts, determined by the National Park Service as appropriate for Commercial Use Authorizations providing primarily recreation services:

<b>Gross Revenue Generated In-Park</b>	<b>Annual Market Price Fee</b>
< \$250,000	3% of gross receipts (less Application/Renewal Fee)
\$250,000 to \$500,000	4% of gross receipts (less Application/Renewal Fee)
> \$500,000	5% of gross receipts (less Application/Renewal Fee)

The CUA holder will be responsible for reporting gross receipts and paying the appropriate Management Fee at the conclusion of in-park operations, or by January 31 of the following year. Future Commercial Use Authorizations will not be processed until this obligation is met.

## **2. Visitors Acknowledgement of Risk (VAR)**

The CUA holder is not permitted to require clients to sign a waiver of liability statement or form, insurance disclaimer, and/or indemnification agreement waiving the client's right to hold the CUA holder responsible for accidents or injury occurring on NPS property. The holder is permitted to request or require a client to sign a form or statement acknowledging risk and/or indicating that certain prerequisite skills may be needed to participate in the commercial activity. Our solicitor has provided language that can be used for this purpose, which you will find in the attached Visitor's Acknowledgement of Risk. This is the only language that is approved. The holder must provide the park with the current copy of all forms and/or statements used for this purpose and obtain written approval by the park.

## **3. Operating in the Park**

As a reminder, you are not authorized to operate in the park until your application has been approved and you have been issued a Commercial Use Authorization (CUA). You are required to carry a copy of your CUA with you while operating in the park and show it to any NPS official upon request.

The CUA will cover the entrance fees for trip leaders bringing clients into Crater Lake National Park. The driver is required to stop at the Entrance Station, or Ranger Station if the Entrance Station is closed, and present the CUA document to the Ranger on duty as well as a list of trip leaders with picture IDs for verification. CUA clients will be required to pay the individual entrance fee (\$15/person if transported by the CUA holder) or show a valid National Park Pass. Entrance passes are good for one time use only and may not be used again by the CUA holder.

## **CUA Contact**

If you have any questions concerning the CUA program or application process, please contact the Commercial Services Office at 541-594-3002 or by email at [crla\\_commercial\\_services@nps.gov](mailto:crla_commercial_services@nps.gov).

We look forward to working with you!

Sincerely,

Samantha Roberts  
Concessions Management Specialist, Crater Lake National Park

### Attachments

1. 2022 CUA Application
2. NPS Visitor's Acknowledgement of Risk