



2023 COMMERCIAL USE AUTHORIZATION APPLICATION



Cedar Breaks National Monument
Submit Application Package Electronically to:
zion_commercialservices@nps.gov
Larry Walter, CUA Coordinator
Phone Number: 435-772-0210

Refer to application instructions at the end of this application. Some parks have additional requirements for businesses that offer services to visitors relating to the safety and welfare of the visitors and protection of the resources. These requirements may include applicable operating licenses, certificates showing proof of training, operating plans, emergency response plans, group size limitations, etc.

1. Service for which you are applying: *[attach diagram, attach additional pages, if necessary, include locations within the park, frequency, estimated number of participants (per trip and annually), number of vehicles, support equipment (trailers, generators, etc.)]*

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- Commercially Guided Hiking Tours
 - Commercially Guided Bicycle Tours
 - Commercially Guided Motorcycle Tours
 - Photography and Painting Workshops
-

2. Will you be providing this service in more than one park? Yes No *If "Yes", list all parks and services provided.*

3. Applicant's Legal Business Name: *[Include any additional names (DBA) under which you will operate.]*

4. Owner and Authorized Agents: *(Give the name(s) of the owners and name(s) of the persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.)*

5. Mailing Addresses

PRIMARY CONTACT INFORMATION *(Dates to contact you at this address, if seasonal.)*

Address:

City, State, Zip:

Email:

Website:

Day Phone:

Evening Phone:

Fax:

ALTERNATE CONTACT INFORMATION *(Dates to contact you at this address, if seasonal.)*

If same as "Primary Contact Information, check here and go to question 6.

Address:

City, State, Zip:

Email:

Website:

Day Phone:

Evening Phone:

Fax:

6. What is your Business Type? *(Please check one below)*

- Sole Proprietor
- Partnership *(Print the names of each partner. If there are more than two partners, please attach a complete list of their names.)*

Name:

Name:

- Limited Liability Company
- Corporation
- Non-Profit *(Please attach a copy of your IRS Ruling or Determination Letter)*

- Other

7. Business License – State and Number: _____ **Expiration Date:** _____

8. Employer Identification Number (EIN): _____

9. Liability Insurance:

Provide proof of liability insurance. The CUA operator must maintain General Liability insurance naming the United States of America as additional insured. Minimum coverage amount is \$500,000 per occurrence. Some activities will require increased coverage or other types of liability insurance; see Park-Specific CUA Insurance Requirements (“Attachment A”).

10. Will your business operate vehicles/vessels/aircraft within NPS boundaries?

Yes No

Information for vehicles/vessels/aircraft chartered from and operated by another company is NOT required. If “Yes,” please give a description of each vehicle. Use additional paper, if necessary.

Make/Model of Vehicle	Year	Max # Passenger Capacity	Own/Rent/Lease

11. Additionally Required Documentation:

Parks may require proof of licenses, registrations and certificates, etc. Provide copies of additionally required documentation identified in “Attachment B”.

12. DOI Employment:

Are you, your spouse, or minor children employed within the U.S. Department of the Interior?

Yes No If “Yes”, please provide information below:

Employee Name: _____ Title: _____

Bureau or Office where employed: _____

If you selected yes, to 12., please contact your servicing ethics office for further guidance prior to submitting this form. A list of servicing ethics offices can be found at, <https://www.doi.gov/ethics>.

13. Violations: To your knowledge, have you, your company, or any current or proposed employees been convicted or fined for violations of State, Federal, or local law within the last 5 years? Are you, your company, or any current or proposed employees now under investigation for any violations of State, Federal, or local law or regulation? See instructions.

Yes No *If “Yes”, please provide the following information. Attach additional pages, if necessary.*

Date of violation or incident under investigation: _____

Name of business or person(s) charged: _____

Please identify the law or regulation violated or under investigation:

Please identify the State, municipality, or Federal agency that initiated the charges:

Additional Detail (optional):

(Results) Action Taken by Court:

14. Fee: Please include the Application Fee as outlined in Attachment B.

15. Signature:

False, fictitious or fraudulent statements of representations made in this application may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). All information provided will be considered in reviewing this application. Authorized Agents must attach proof of authorization to sign below.

By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate.

Signature

Date

Printed Name

Title

NOTICES

Privacy Act Statement

Authority: The authority to collect information on the attached form is derived from 16 U.S.C. 5966, Commercial Use Authorizations.

Purpose: The purposes of the system are (1) to assist NPS employees in managing the National Park Service Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

Routine Uses: In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

Disclosure: Providing your information is voluntary, however, failure to provide the requested information may impede the processing of your commercial use authorization application.

Paperwork Reduction Act Statement

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (54 USC 101911). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your ability to offer the services requested and to notify the public what services you will offer. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number. OMB has assigned control number 1024-0268 to this collection.

Estimated Burden Statement

We estimate that it will take approximately 2.5 hours to prepare an application, including time to review instructions, gather and maintain data, and complete and review the proposal. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242, Reston, VA 20192. Please do not send your completed form to this address; but rather to the address at the top of the form.

The following explanations correspond directly with the numbered items on the Application Form. Please read this entire document prior to completing the application. Include the nonrefundable application fee when submitting this application.

COMMERCIAL USE AUTHORIZATION APPLICATION INSTRUCTIONS

1. Enter the service you are proposing to provide. These are the services which are currently approved in the park:
Commercially Guided Hiking Tours
Commercially Guided Bicycle Tours
Commercially Guided Motorcycle Tours
Guided Photography and Painting Workshops
If the service you are proposing to provide is not a currently approved service listed above, contact the park CUA office at the number above.
2. Respond "No" or list other parks where you will be providing this service.
3. Enter the legal name of your business. If you have a secondary name under which you are doing business (d.b.a.), please enter that name also.
4. Give the name(s) of owners and name(s) of persons designated as Authorized Agents for your business. Authorized Agents have the power to sign on your behalf.
5. Provide contact information for both the main season and the off-season. Your contact information may also be published in the NPS Commercial Services Directory.
6. Check the box that identifies your type of business.
7. If the state in which you operate or the state where your business is domiciled requires a state business license, provide the state, license number and year of expiration.
8. Provide your Employer Identification Number (EIN). The Debt Collection Improvement Act of 1996 requires us to collect an EIN or Social Security Number (SSN). The NPS will not collect SSNs, only EINs. The EIN is issued by the Internal Revenue Service. You may receive a free EIN at <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/How-to-Apply-for-an-EIN>. We will use the EIN that you provide as needed to collect debts.
9. Provide proof of General Liability Insurance naming the United States of America, as additional insured in the amounts designated in the application. Provide proof of vehicle/vessel/aircraft liability insurance if you own, rent, or lease vehicles/vessels/aircraft and transport visitors by those means or if those owned, rented, or leased vehicle/vessel/aircraft are engaged in providing the service (i.e., hauling horses used in the activity). Insurance companies must be rated at least A- by the most recent edition of A.M. Best's Key Insurance Reports (Property-Casualty edition) or similar insurance rating companies (Moody's, Standard and Poor's, or Fitch). You may be subject to additional insurance requirements. Refer to "Attachment A".
10. Provide a description of each owned, rented, or leased vehicle/vessel/aircraft you will utilize during the course of the proposed commercial service. Information for vehicles/vessels/aircraft chartered from and operated by another company is not required.
11. Provide copies of additional documentation as required by "Attachment B".
12. Indicate if you are employed by the U.S. Department of the Interior (DOI). DOI ethics regulations prohibit employees, their spouses, and minor children from acquiring or retaining permits granted by the DOI in Federal lands subject to certain exceptions. DOI employees must contact their servicing ethics officer if they, their spouse, or minor children wish to apply for a CUA.
13. Provide details if your business or business owners or current employees or proposed employees have been convicted or are currently under charges for violation of State, Federal, or local law or regulation in the last 5 years. Do not include minor traffic tickets.
14. Include payment of the Application Fee - **\$300.00** See "Attachment " B.
15. Please sign and date your application. If the person SIGNING this application is an Authorized Agent for the business, proof of signing authority must accompany this application.

Attachment A: Insurance Requirements

Attachment B: List of Approved Services, Additionally Required Documentation, and Fee Information

Additional Information: The National Park Service has terms and conditions on all commercial service agreements. The following terms and conditions will apply to all Commercial Use Authorizations. There may be additional terms and conditions based on the

services provided. These may include but are not limited to limits on locations, times, group size, and employee licenses and certifications and providing such information to the park superintendent for approval.

CONDITIONS OF THIS AUTHORIZATION

1. **False Information:** The holder is prohibited from knowingly giving false information. To do so will be considered a breach of conditions and be grounds for revocation: [RE: 36 CFR 2.32(a) (3)].
2. **Legal Compliance:** The holder shall exercise this privilege subject to the supervision of the area Superintendent. The holder shall comply with all applicable laws and regulations of the area and terms and conditions of the authorization. The holder must acquire all permits or licenses of State or local government, as applicable, necessary to provide the services described above, and, must operate in compliance with all applicable Federal, State, and local laws and regulations, including, without limitation, all applicable park area policies, procedures and regulations. All vehicles/vessels/aircraft are required to be registered and the operators are required to have the proper licenses to operate them commercially, as required by law or regulation.
3. **Rates:** The holder shall provide commercial services under this authorization to visitors at reasonable rates satisfactory to the area Superintendent.
4. **Operating Conditions:** The holder shall provide the authorized commercial services to visitors under operating conditions satisfactory to the area Superintendent.
5. **Liabilities and Claims:** This authorization is issued upon the express condition that the United States, its agents and employees shall be free from all liabilities and claims for damages and/or suits for or by reason of any injury, injuries, or death to any person or persons or property of any kind whatsoever, whether to the person or property of the holder, its agents or employees, or third parties, from any cause or causes whatsoever while in or upon said premises or any part thereof during the term of this authorization or occasioned by any occupancy or use of said premises or any activity carried on by the holder in connection herewith, and the holder hereby covenants and agrees to indemnify, defend, save and hold harmless the United States, its agents, and employees from all liabilities, charges, expenses and costs on account of or by reason of any such injuries, deaths, liabilities, claims, suits or losses however occurring or damages growing out of the same.
6. **Insurance:** Holder agrees to carry general liability insurance against claims occasioned by the action or omissions of the holder, its agents and employees in carrying out activities and operations under this authorization. The policy shall name the United States of America as additional insured. Holder agrees to have on file with the park copies of the above insurance with the proper endorsements.
7. **CUA Fees:** At a minimum, the holder shall reimburse the park for all costs incurred by the park as a result of accepting and processing the application and managing and monitoring the authorized activity. Administrative costs for the application process must be paid when the application is submitted. Monitoring fees and any additional costs incurred by the park to support the commercial activity will be paid annually or on a more frequent basis as determined by mutual agreement between the Holder and the area Superintendent.
8. **Benefit:** No member of, or delegate to, Congress, or Resident Commissioner shall be admitted to any share or part of this authorization or to any benefit that may arise from this authorization. This restriction shall not be construed to extend to this Contract if made with a corporation or company for its general benefit.
9. **Transfer:** This authorization may not be transferred or assigned without the written consent of the area Superintendent.
10. **Termination:** This authorization may be terminated upon breach of any of the conditions herein or at the discretion of the area Superintendent.
11. **Preference or Exclusivity:** The holder is not entitled to any preference to renewal of this authorization except to the extent otherwise expressly provided by law. This authorization is not exclusive and is not a concession contract.
12. **Construction:** The holder shall not construct any structures, fixtures or improvements in the park area. The holder shall not engage in any groundbreaking activities without the express, written approval of the area Superintendent.
13. **Reporting:** The holder is to provide the area Superintendent upon request a statement of its gross receipts from its activities under this authorization and any other specific information related to the holder's operations that the area Superintendent may request, including but not limited to, visitor use statistics, and resource impact assessments. The holder must submit annually the CUA Annual Report (NPS Form 10-660) and upon request the CUA Monthly Report (NPS Form 10-660A).
14. **Accounting:** The holder is to maintain an accounting system under which its accounts can be readily identified within its system of accounts classification. This accounting system must be capable of providing the information required by this authorization. The

holder grants the United States of America access to its books and records at any time for the purpose of determining compliance with the terms and conditions of this authorization.

- 15. Minimum Wage:** The holder must comply with all provisions of Executive Order 14026 of April 27, 2021, (Increasing the Minimum Wage for Federal Contractors) and its implementing regulations, including the applicable contract clause, codified at 29 C.F.R. part 23, all of which are incorporated by reference into this authorization as if fully set forth in this authorization.
- 16. Visitor Acknowledgment of Risks (VAR):** The holder is not permitted to require clients 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. 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 to use the form and/or statement. A sample Acknowledgment of Risk form may be obtained by contacting the CUA office at 435-772-0210 or by going to the park CUA webpage at <https://www.nps.gov/cebr/commercial-use-authorization.htm>
- 17. Intellectual Property of the National Park Service:** Except with the written authorization of the Director of the National Park Service, the Holder shall not assert any legal claim that the Holder or any related entity holds a trademark, tradename, servicemark or other ownership interest in the words "National Park Service", the initials "NPS", or official name of any unit or part thereof, including but not limited to any facility, logo, distinctive natural, archaeological, cultural, or historic site, within the National Park System, or any colorable likeness thereof, or the likeness of a National Park Service official uniform, badge, logo, or insignia.
- 18. Nondiscrimination:** The holder must comply with Applicable Laws relating to nondiscrimination in providing visitor services to the public and with all equal employment opportunity provisions of Title VII of the Civil Rights Act, as amended.
- 19. Notification of Employee Rights:** The holder must comply with all provisions of Executive Order 13496 of January 30, 2009, (Notification of Employee Rights Under Federal Labor Laws) and its implementing regulations, including the applicable contract clause, codified at 29 CFR part 471, appendix A to subpart A, all of which are incorporated by reference into this authorization as if fully set forth in this authorization.

SPECIAL PARK CONDITIONS COMMERCIAL USE AUTHORIZATION

The CUA conditions for each type CUA are available online on the park's website available by visiting:
<https://www.nps.gov/cebr/commercial-use-authorization.htm>

The CUA conditions will be provided with specific CUA issued.

All Commercial Use Authorization Fees must be paid electronically for each permit through pay.gov at the following web link: <https://pay.gov/public/form/start/77182661>

ATTACHMENT A CUA Insurance Requirements

Commercial General Liability (CGL) Insurance

Liability insurance is required for all CUA holders under the terms of the authorization. Such insurance should be of sufficient scope to cover all potential risks and in an amount to cover claims that can reasonably be expected in the event of serious injury or death. The minimum commercial general liability insurance is \$1,000,000. Liability insurance policies must name the United States of America as additional insured. The business or person that is providing the service must be the named insured (policy holder). Companies that provide transportation only are not required to have Commercial General Liability as long as the passengers do not disembark.

Other Required Insurance

Commercial Auto Liability Insurance is required if a CUA holder transports passengers or uses in the performance of the service in the park owned/leased/rented vehicles. If a CUA holder charters the vehicle and those chartered vehicles are owned and operated by another company, the CUA holder is not required to have Commercial Automobile Liability insurance. The minimum Commercial Auto Liability Insurance for *interstate* passenger transport is:

Commercial Vehicle Insurance – Passenger Transport (bodily injury and property damage)	Minimum per Occurrence Liability Limits*
Up to 6 passengers	\$1,000,000
7 – 15 passengers	\$1,500,000
16 – 25 passengers	\$3,000,000
26+ passengers	\$5,000,000

Insurance Company Minimum Standards

The NPS has established the following minimum insurance **company** requirements. All insurance companies must meet the following minimum standards. These standards apply to foreign insurance companies as well as domestic companies.

1. All insurers for all coverages must be rated no lower than A- by the most recent edition of Best’s Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch), unless otherwise authorized by the Service.
2. All insurers for all coverages must have Best’s Financial Size Category of at least VII according to the most recent edition of Best’s Key Rating Guide (Property-Casualty edition), or similar insurance rating companies (Moody’s, Standard and Poor’s, or Fitch), unless otherwise authorized by the Service
3. The insurance ratings must be submitted with the CUA Application. The rating companies do not issue certificates. We require the insurance broker to note this rating in the Certificate. If the rating does not appear on the certificate, the insurance broker must provide it in another document.

Proof of Insurance Submission

Applicants must submit proof of insurance with the CUA Application. The proof of insurance must:

- Be written in English with monetary amounts reflected in USD
- Reflect that insurance coverage is effective at time of CUA Application submission
- Name as insured the business or person that is providing the service
- Name the United States as additional insured
- Reflect a General Commercial Liability Policy with the minimum coverage amount required in the CUA Application
- Reflect required additional insurances (commercial vehicle, vessel, aircraft, etc.) with the minimum coverage amount required in the CUA Application
- Include insurance provider rating or provide in separate document

ATTACHMENT B

List of Approved Service, Additionally Required Documentation, and Fee Information

AUTHORIZED COMMERCIAL SERVICE	REQUIRED DOCUMENTATION	REQUIRED CUA FEES
Commercially Guided Hiking Tours	<p>Copies – Proof of proper insurance minimums, Commercial General/Auto Liability Insurance only, be sure to read Attachment A in its entirety as there are multiple requirements to meet minimum insurance standards. Professional Liability policies are NOT accepted.</p> <p>Insurance Company Ratings MUST be submitted with CUA application.</p> <p><u>2023 Trip Itinerary</u> – All fields must be complete. Companies that provide walk-up tours, please state so. Current rates charged must be listed for all tours offered.</p> <p><u>Copy of Safety Notice</u> as required by Operating Plan</p> <p>Application Fee - Payment through Pay.Gov –</p>	<p>The Application Fee is a mandatory, one-time, non-refundable fee submitted by the applicant with the completed application. The NPS will not process the application until it receives the application fee.</p> <p>Payments should be made online at: https://pay.gov/public/form/start/77182661</p> <p>The application fee (Per Permit) is a required charge that allows the park to recover, at a minimum, the management and administrative costs associated with the CUA program. The application fee is \$300.00 for all services</p> <p>Entrance Fees: \$10.00 per person.</p> <p>Please refer to the 2023 Operating Plan which corresponds to your CUA application available by visiting</p>

	<p>Copies - Guides current 1st Aid / CPR credentials and Driver's License.</p>	<p>https://www.nps.gov/cebr/commercial-use-authorization.htm</p> <p><u>Entrance and application fees are subject to change.</u></p>
<p>Commercial Guided Motorcycle Tours</p>	<p>Copies – Proof of proper insurance minimums, Commercial General/Auto Liability Insurance only, be sure to read Attachment A in its entirety as there are multiple requirements to meet minimum insurance standards. Professional Liability policies are NOT accepted. Insurance Company Ratings MUST be submitted with CUA application.</p> <p><u>2023 Trip Itinerary</u> – All fields must be complete. Companies that provide walk-up tours, please state so. Current rates charged must be listed for all tours offered.</p> <p><u>Copy of Safety Notice</u> as required by Operating Plan</p> <p>Application Fee - Payment through Pay.Gov –</p> <p>Copies - Guides current 1st Aid / CPR credentials and Driver's License.</p>	<p>The Application Fee is a mandatory, one-time, non-refundable fee submitted by the applicant with the completed application. The NPS will not process the application until it receives the application fee. Payments should be made online at: https://pay.gov/public/form/start/77182661</p> <p>The application fee (Per Permit) is a required charge that allows the park to recover, at a minimum, the management and administrative costs associated with the CUA program. The application fee is \$300.00 for all services Entrance Fees: \$10.00 per person.</p> <p>Please refer to the 2023 Operating Plan which corresponds to your CUA application available by visiting https://www.nps.gov/cebr/commercial-use-authorization.htm</p> <p><u>Entrance and application fees are subject to change.</u></p>
<p>Commercial Guided Bicycle Tours</p>	<p>Copies – Proof of proper insurance minimums, Commercial General/Auto Liability Insurance only, be sure to read Attachment A in its entirety as there are multiple requirements to meet minimum insurance standards. Professional Liability policies are NOT accepted. Insurance Company Ratings MUST be submitted with CUA application.</p> <p><u>2023 Trip Itinerary</u> – All fields must be complete. Companies that provide walk-up tours, please state so. Current rates charged must be listed for all tours offered.</p> <p><u>Copy of Safety Notice</u> as required by Operating Plan</p> <p>Application Fee - Payment through Pay.Gov –</p> <p>Copies - Guides current 1st Aid / CPR credentials and Driver's License.</p>	<p>The Application Fee is a mandatory, one-time, non-refundable fee submitted by the applicant with the completed application. The NPS will not process the application until it receives the application fee. Payments should be made online at: https://pay.gov/public/form/start/77182661</p> <p>The application fee (Per Permit) is a required charge that allows the park to recover, at a minimum, the management and administrative costs associated with the CUA program. The application fee is \$300.00 for all services Entrance Fees: \$10.00 per person.</p> <p>Please refer to the 2023 Operating Plan which corresponds to your CUA application available by visiting https://www.nps.gov/cebr/commercial-use-authorization.htm</p> <p><u>Entrance and application fees are subject to change.</u></p>
<p>Photography and Painting Workshops</p>	<p>Copies – Proof of proper insurance minimums, Commercial General/Auto Liability Insurance only, be sure to read Attachment A in its entirety as there are multiple requirements to meet minimum insurance standards. Professional Liability policies are NOT accepted. Insurance Company Ratings MUST be submitted with CUA application.</p>	<p>The Application Fee is a mandatory, one-time, non-refundable fee submitted by the applicant with the completed application. The NPS will not process the application until it receives the application fee. Payments should be made online at: https://pay.gov/public/form/start/77182661</p> <p>The application fee (Per Permit) is a required charge that allows the park to</p>

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2023 CUA Application Checklist

IMPORTANT – PLEASE READ CAREFULLY - Do to the large volume of CUA applications received by the park, all applicants MUST submit complete application packages at the time of application. Application packages that are incomplete WILL be rejected and/or denied and may require additional application fees for resubmitted applications. Applications are processed in the order they are received. All rejected applications will delay processing time. A minimum of three weeks from date received is required for processing. Processing times may be longer, planning ahead is highly suggested. Commercial operation within the boundaries of Cedar Breaks National Monument without a valid CUA is prohibited by law. Doing so will result in denial of future CUA permits.

All required documents must be submitted each year with each application. No exceptions.

Required Document Checklist -All items (with the exception of Annual Report(s) that have been previously submitted), must be submitted together at time of application.

- 2022 Annual Report. 2023 permit applicants that held a CUA(s) in 2022 must ensure the park has received a copy of its 2022 Annual Report. The 2023 annual report must be submitted to zion_commercialservices@nps.gov by January 31, 2024. Annual reports must be submitted for *each* CUA held (organizations holding multiple CUAs must submit a separate annual report for each). If a CUA was issued, but no business occurred, an annual report must still be submitted documenting zero trips and zero revenue.
- Proof of Insurance. Include all required insurance documentation (General Liability AND Commercial Automobile Liability) with application submissions. Professional Liability Insurance is NOT accepted. ACORD forms MUST show General Liability limits. Insurance requirements are specified in the **Attachment A** section of this document.
- Guide Certificates/Licenses. Must submit copy of all guides current CPR, First aid, and valid driver's license. Guides may be added and removed throughout the operating year.
- Application. A signed and dated copy of the completed 2023 Application Document. All fields and information must be complete and legible (type written preferred). Non-legible or incomplete applications will be rejected or denied.
- Operating Plan. A signed, initialed, and dated copy of the 2023 Operating Plans for each CUA activity/service applied for. Operating Plans can be found on CEBR's Commercial Services website at <https://www.nps.gov/cebr/commercial-use-authorization.htm>
- Trip Itinerary. A signed and dated copy of the 2023 Trip Itinerary. Trip Itinerary forms can be found on Cedar Breaks' Commercial Services website at <https://www.nps.gov/cebr/commercial-use-authorization.htm>

- Safety Notice. Applicants for Guided Interpretive Hiking Services, Photography/Painting Workshops, and Commercial Bicycle Tours must submit copies of safety notices (or a written account of CEBR Pre-trip safety talks) as required in the Operating Plan for each activity.
- Advertising. Applicants must provide a digital copy of advertising brochures or materials to include captures of website with applications. **The submission of URL's for advertising will not be accepted.** If an applicant's organization does not have advertising, a written summary of the organization's trip plans must be submitted.
- All Commercial Use Authorization Fees must be paid electronically for each permit through pay.gov at the following web link: <https://pay.gov/public/form/start/77182661>. Payment must accompany application submittal.**