

**2010 Special Use Permit / Leasing Policy  
for  
New Bedford Whaling National Historical Park**

**Overview:** Special Use Permits and Short Term Leases (sixty days or less) may be issued for use of specific areas of the Corson Maritime Learning Center (CMLC). The National Park Service (NPS) may issue special use permits (SUP) under authority of Title 16, U.S.C. 1-3 and regulations at 36 CFR Parts 1 -5, 7 and may enter into a short term lease (STL) under the authority of Title 16, U.S. C. 5966, and regulations at 36 CFR Part 18. Special use permits and Short Term Leases are granted at the discretion of the Superintendent and are consistent with this policy and Federal law and regulations.

**Areas of the Corson Maritime Learning Center (CMLC) available under a Special Use Permit or Short Term Lease:**

Note: all areas are handicapped accessible

- **CMLC 2<sup>nd</sup> Floor** – approximately 2,000 square feet of open space on the second floor of the building with a small kitchenette and separate area for coats. Common restrooms and elevator are located in the hallway. Chairs-only capacity is 150 - 180 persons. Tables and chairs capacity is 75 – 100 persons. Tables and chairs are available for this space at no additional cost (setup and breakdown to be performed by permittee). Any other materials or supplies needed are the responsibility of the permittee. This space is not equipped with audiovisual or presentation equipment. Permittee is responsible for supplying such equipment if needed. Electrical, water and heating and AC is included.
- **CMLC 3<sup>rd</sup> Floor Conference room** – approximately 577 square feet on the third floor of the building that is set up with tables and chairs with capacity for 30 persons. Tables and chairs are available for this space at no additional cost (setup and breakdown to be performed by permittee). This space is equipped with a ceiling mounted projector and screen. Any other materials or supplies needed are the responsibility of the permittee. Electrical, water and heating and AC is included.
- **CMLC Theater** - a 55 seat theater with state of the art audio visual equipment including a screen, projector, VCR, DVD, and sound system. Only park staff may operate audio-visual equipment. *Please note: absolutely no food or drink allowed in the theater.*

**Guidelines for Special Use Permits**

1. Special Use Permits are granted at the discretion of the Superintendent who determines if the activity is appropriate to the space. Permits are issued to entities who wish to utilize park resources for meetings, conferences, lectures, classes and other events that do not interfere with park programs, visitor services or enjoyment of park visitors if either one of the following criteria are met:

- **The organization or individual is affiliated with the park by having a formal agreement with the park; or having a mission in line with the park and/or National Park Service mission and goals.**
  - **The event itself is in line with park and/or National Park Service missions and goals.**
2. Applications for a special use permit must be received at least 10 business days in advance and permits will be issued no more than 3 months in advance. No permit is issued if the Superintendent determines the use will result in damage to park resources, impose restrictions on visitor use activities, interfere with park programs or threaten public health and safety (36CFR 1.6). In the event of a scheduling conflict applications will be approved in the order in which they are received.
  3. The issuance of a permit is dependent on the availability of the space and park staff. This will be determined when the application is reviewed.

### **Special Use Permits Costs**

1. A **non-refundable** application fee of \$35.00 is required when submitting all applications.
2. Fees beyond the basic application fee are based on the costs incurred by the park for managing and supporting the use. These fees depend on the level of park resources and support required as determined by the Superintendent. If the event takes place during the regular operating hours of the park from 9:00 a.m. to 5:00 p.m. **and** no additional staff is needed to support the event, there are no additional fees. If additional staff is needed fees will be charged.
3. Additional fees **are** charged for use of the facilities outside of the regular operating hours of the park (this use includes the entire time for which the space is reserved, including setup and cleanup time). These fees include the cost of at least one NPS staff person at the visitor center front desk during an event. If a determination is made that additional NPS assistance or supervision is required the permittee is also charged for those costs.
4. An additional flat fee of is \$25.00 is charged for the use of NPS audiovisual equipment. The park does not provide internet access or WiFi availability.

5.

#### Special Use Permit Fees

Hours of Event	Park Resources Needed	Cost
9:00 a.m. to 5:00 p.m.	No park staff/resources	\$35 application fee
9:00 a.m. to 5:00 p.m.	Park staff	\$35 application fee; plus \$17.65 per hour, per staff person
5:00 p.m. to 9:00 p.m.	Front desk / other staff	\$35 application fee; plus \$17.65 per hour for front desk staff person  \$17.65 per hour per additional staff person if needed

*Hours of event include time needed for setup and breakdown.*

#### Guidelines for Short Term Leases

1. Leases will be considered if the applicant does not meet the criteria of a Special Use Permit as outlined under Guidelines for Special Use Permits, section 1.
2. Leases are granted at the discretion of the Superintendent if it is determined that the space is not needed for park area purposes, and that the lease will not result in degradation of the purposes and values of the park area. No lease will be issued if determined by the superintendent the use will result in damages to park resources, impose restrictions on visitor use activities, or threaten public health and safety.
3. Leases will be entered into with individuals, businesses and civic and private organizations who wish to utilize park space for events, meetings, conferences, lectures, classes and other activities and do not meet the criteria for a Special Use Permit.
4. Applications for a lease must be received at least 30 business days in advance. Leases will be issued no more than 3 months in advance.
5. The issuance of a lease is dependent on the availability of the space and park staff. This will be determined when the application is reviewed.

#### Short Term Leasing Costs

1. A **non-refundable** application fee of \$35.00 is required when submitting all applications. This fee is in addition to the cost of the space.
2. Leasing fees are based on the fair market value of the facility as determined by a professionally prepared market value report.

4. Leasing fees **are in addition to** the staffing costs determined necessary by the park.
5. An additional flat fee of is \$25.00 is charged for the use of the theater’s audiovisual equipment. Only park staff may operate audiovisual equipment. The park does not provide internet access or WiFi availability.

Leasing Fees

Space	Cost		
	Two hours	Half day	Full day
CMLC Theater	\$350	\$450	n/a
CMLC 2 <sup>nd</sup> Floor	\$450	\$600	\$900

**Conditions of Use**

1. The National Park Service does not permit the public staging of special events that are conducted primarily for the material or financial benefit of organizers or participants; are commercial in nature; or that demand in-park advertising or publicity; or for which a separate public admission fee is to be charged. Admission fees for, or any other monies associated with the event, may **not** be collected by the permittee or lessee on National Park Service property, including the park Visitor Center, Corson Maritime Learning Center and garden.
2. Performance bonds or deposits are the permittee’s or lessee’s guarantee of compliance with permit conditions and reimbursement to the park for damage to resources and facilities as a result of the permittee’s or lessee’s activities. A performance bond or deposit may be required for certain events determined to be of a higher risk for causing damage or additional maintenance.
3. In the case of a Special Use Permit, the permittee **may** be required to post a liability insurance policy naming the United States of America as additionally insured. In the case of a lease, the lessee **is** required to post a one million dollar liability insurance policy naming the United States of America as additionally insured. A certificate of issuance must be provided before the activity may take place. The Superintendent may determine reduced liability insurance coverage depending on the nature of the event and number of attendees.
4. Permittee or lessee is responsible for all setup and breakdown, clean-up, placing bagged and secured trash in the appropriate area and removal of any items brought to the site for an event such as tables, chairs, podiums, supplies, etc. The permittee or lessee must make every effort to place recyclable items in recycle bins. Any furniture moved from the area must be placed back as found. The area must be left in its original condition.

5. Serving of food and drink in specific areas will be determined on a case-by-case basis. Caterers must submit required proof of being licensed and insured. Events that serve food for the general public will conform to health sanitation standards as outlined by the Commonwealth of Massachusetts State standards for food preparation and service. Use of the kitchen area on the second floor of the Corson Maritime Learning Center may be granted on a case-by-case basis.
6. Serving of alcoholic beverages in specific areas will be determined on a case-by-case basis. If allowed, alcohol must be served by a licensed provider with liquor liability insurance.
7. Smoking is prohibited on all Federal property including the park Visitor Center, the CMLC, the garden area and all exterior steps, ramps and walkways.
8. Open flames and weapons are prohibited on all park premises.
9. The permittee or lessee is responsible for the security of all equipment and items brought to the park for the event. The park is not responsible for the loss or theft of any item.
10. A park staff person will conduct a walk through before the event to ensure all areas are properly setup and at the end of the event to ensure that all breakdown and clean up has been done in all areas. The permittee or lessee will immediately inform park staff of any issues or problems that may arise during the event.
11. Signs must be affixed to with removable tape only. The use of other types or adhesive tape, tacks or nails to affix any materials is not allowed.
12. Signage and other literature will refer to the facility as New Bedford Whaling National Historical Park, Corson Maritime Learning Center.

Questions concerning this policy may be emailed to: [michelle\\_spink@nps.gov](mailto:michelle_spink@nps.gov)