



Special Use Permits (General Activities)

A Special Use Permit is required to conduct private ceremonies, public events, First Amendment rights, and other activities that are not directly sponsored by the National Park Service.

Timeline:

For simple events or ceremonies, the permit application must be received no less than one week prior to the requested date. For complex or large events and ceremonies, a minimum of four weeks is necessary in order for your application to receive environmental and cultural compliance review.

Once an application is approved, a permit will be written and the permittee will have to review and sign it confirming their intent to adhere to all permit conditions. Once the permittee has signed the permit, the Park Chief Ranger will authorize the permit with his/her signature.

Application:

The submission of a Special Use Permit application starts the process. The application form can be found online at: <http://www.nps.gov/sajh/planyourvisit/permits.htm> or may be requested from the Chief Ranger's office.

There is no application fee for non-commercial permits.

For permit requests to scatter ashes, a copy of the death certificate must accompany the permit application.

Applications should be addressed to the attention of the Chief Ranger and delivered as follows:

In Person: Park Headquarters (650 Mullis Street, Suite 100), Friday Harbor.

Mail: P.O. Box 429, Friday Harbor, WA 98250

Email: sajh_administration@nps.gov

Fees and Charges:

Monitoring Charges: Permits will be monitored when there is concern of impact to other visitors, cultural sites, natural resources, or endangered species habitat. This charge is based on actual time spent (including travel time) and is charged at the rate of \$50 per hour (in quarter hour increments).

If monitoring is necessary, the permittee will be charged up front for this. Any credit due the permittee for time charged but not worked will be refunded after the permitted activity is completed.

Insurance:

If your activity is of a complex nature, general commercial liability insurance may be required in the minimum amount of \$1,000,000. This is rare for weddings, ash scattering, and other small ceremonies.

The United States Government will be named as additional insured on the insurance certificate and it should read as follows: United States Government, San Juan Island National Historical Park, PO Box 429, Friday Harbor, WA, 98250.

The name on the certificate of insurance must match your business name, including any names used as DBAs (doing business as). The certificate can be mailed or shipped to the Chief Ranger's attention using the contact information listed above.

Group Size and Locations:

Group size will be limited to 75 people per event; this is based on limited parking and facilities, potential conflict with other visitor activities, and potential impacts to natural and cultural resources.

At this time, permit applications may be made for any location within the park except the Redoubt or in or on any historic building. Keep in mind that all park areas are public lands and the park will not exclude or allow you to exclude other park visitors from the site during your ceremony or event.

Permit will include, but is not limited, to these terms and conditions:

- The permittee or contact person on site must carry permit and conditions of permit, signed by the park's Chief Ranger, during the event.
- There is a maximum limit of 75 people per group.
- The permittee is required to haul out all refuse (trash and recycle) generated from the permitted activity.
- Groups may park a maximum number of vehicles at their site as follows:
 - English Camp – 16
 - American Camp Visitor Center – 6
 - Redoubt – 4
 - Jakle's Lagoon – 3
 - Fourth of July Beach – 10
 - South Beach - 15
 All other vehicles associated with the event must park outside of the park or in American Camp in designated parking along Pickett's Lane and at English Camp in the maintenance parking area.
- Historical Parade Grounds:
 - SUP on the parade grounds is limited to two hours, including set up and removal.
 - Food is not allowed during a SUP on either of the parade grounds.
 - SUP is not allowed on the English Camp Parade Grounds before 3:00 pm on Saturdays during June, July or August because of living history programs.

- Special Use activities will not be allowed in or on any historic building or the Redoubt area.
- Electrical power will not be furnished nor will generators be allowed. Audio devices (e.g. electrified musical instruments, P.A. systems, CD players, etc.) are prohibited. Non-amplified musical instruments (e.g. guitar, flute, etc.) that do not impact the visitor experience may be allowed.
- The use of tents, canopies, pop-ups or similar set-ups is prohibited.
- Throwing or scattering of rice, bird seed, flowers, confetti, or other litter is prohibited. All plant, flower material, decorations and trash shall be removed by the permittee after the activity concludes.
- All park areas are public lands and the park will not exclude or allow you to exclude other park visitors from the site during your ceremony or event. Permitted activities cannot interfere with normal visitor activity in any manner.
- Professional Photographer must obtain a separate permit. See park website at <http://www.nps.gov/sajh/planyourvisit/permits.htm> Review the following sections: 1) commercial film/photo special use permit and 2) learn more about film and photo permits.
- Failure to adhere to permit terms or conditions can be punishable by citation.
- If in doubt about any proposed action, the permittee shall consult with the Chief Ranger prior to initiating the action. Failure to do so will not absolve the permittee from responsibility for their actions.
- (For ashes scattering) - No memorials, plaques, or photos will be left in the park.
- (For ashes scattering) - The permittee recognizes and is aware of the sensitivity of this activity and agrees to perform it in a discreet and private manner.

Additional Information:

Additional information about San Juan National Island Historical Park may be found on our website at <http://www.nps.gov/sajh>.

For additional information regarding permitting, contact the Chief Ranger's office at 360-378-2240 ext. 2225.