Thank you for your interest in Alaska State Parks! This document is intended to help the public and park managers to plan and hold events in such a way as to be compatible with park regulations and operations.

Please complete the following application if you wish to apply for a special use permit at a State Park. Permitted uses may be reservation and exclusive use of picnic shelters; groups or events of 20 or more people; special events including but not limited to wedding parties; family reunions; research activities (collecting plants or animals/insects for scientific or educational purposes); educational activities (school field trips); scout troop events, special access or church outings.

Any Special Use Permit (SUP) Application must be submitted to the State Parks area administering the application with sufficient time given for planning and permitting. All SUP applications are considered on a first-come, first-served basis. Please refer to new fee schedule at the end of this document.

Common reasons for permit rejection or delays have been:
- insufficient time to review;
- insufficient information provided;
- disruption of public use of a facility;
- exceeding the capacity of an agency facility;
- concerns with adverse impacts to agency facilities.

The applicant should make sure their event takes these concerns into consideration to avoid unnecessary delays or rejection. In order for your permit application to be reviewed, we strongly suggest that persons applying for a Special Use Permit submit the application no later than 2 weeks before the scheduled event.

Please return your completed application to the park office located nearest you.

Chugach/Southwest Area
18620 Seward Hwy
Anchorage, AK 99516
Phone: 907-345-5014
E-mail: csp@alaska.gov

Kenai/Prince William Sound Area
PO Box 1247
Soldotna, AK
Phone: 907-262-5581
E-mail: dnr.pkskenai@alaska.gov

Kodiak Area
1400 Abercrombie Dr.
Kodiak, AK 99615
Phone: 907-486-6339
Email: dnrpkskodiak@alaska.gov

Mat-Su/Copper Basin Area
7278 East Bogard Road
Wasilla, AK 99654
Phone: 907-745-3975
E-Mail: Stuart.Leidner@alaska.gov

Northern Area
3700 Airport Way
Fairbanks, AK  99709
Phone: 907-451-2695
E-mail: dnr.pksnorth@alaska.gov

Southeast Area
PO Box 111071
Juneau, AK 99811
Phone: 907-745-3975
E-Mail: dnrpksoutheast@alaska.gov
Alaska State Parks
Special Use Permit Application

Applicant(s) Name: ________________________________________________________________

Group/Organization: ____________________________________________________________

Street Address: __________________________________________________________________

City: __________________ State: ___________ Zip: ________________________________

Phone #: __________________ Email: ______________________________________________

Fax #: __________________

Is your group considered a non-profit organization? Yes ☐ No ☐

Does this activity require a fee to be paid to your organization in order to participate? Yes ☐ No ☐

How much is the fee? $_________ Number of People Participating: Adults: _______ Youth (under 18): _______

Park Unit: ____________________________________________________________________

Specific Location in Park: _______________________________________________________

Date(s) of proposed use: _______________________________________________________

Time of use: (i.e. 8:00am – 12:00pm; all day, etc.): _______________________________

Is this for reserved and/or exclusive use of this park facility? Yes ☐ No ☐

Description of activity (please be as specific as possible): (wedding, family reunion, church picnic, etc.)

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

What are your space requirements?________________________________________________

Will you need special amenities? Yes ☐ No ☐ If yes, please explain: __________________

____________________________________________________________________________

A $100.00 non-refundable application fee is required for Special Park Use Permits **Additional fees may apply**
All parking and/or camping fees must be paid in addition to the permit fees.
Make check payable to the State of Alaska

Printed Name __________________________ Applicant’s Signature __________________________

Date: __________________________
General Stipulations, Alaska State Parks Special Use Permit

1. **Non-assignment:** This permit may not be assigned without the written approval and acceptance of the assignee by the director or his/her designee. Further, the licensee shall not sublet or enter into any third party agreements involving the privileges authorized by this permit.

2. **Non-waiver Provision:** The failure to enforce provision of this permit or any default on the part of the permittee in observance or performance of any of the conditions or requirements of this permit is not a waiver of the forfeiture provision or any other provision of the permit.

3. **Permanent Structures:** Permanent structures are prohibited from being placed by the permittee on state park lands or waters.

4. **Personal Property:** If personal property is authorized to be placed or located on park lands or waters under the provisions of this permit said personal property shall be removed prior to the expiration of the permit or may be impounded by the state.

5. **Forfeiture:** Permittee shall forfeit the permit if he/she defaults in the performance or observance of any of the permit terms, covenants or stipulations or of a statute or regulation.

6. **State Held Harmless:** The permittee agrees to indemnify, defend and hold harmless the State of Alaska from any and all liability claims arising from the actions of the permittee or his/her agents, employees or clients while conducting activities under this permit on state park lands or waters.

7. **Litter Removal:** The licensee shall remove all litter caused by their activities and shall make a reasonable effort to pick up and remove from the park litter which they find in the vicinity of their activities within the park.

8. **Valid Claims and Applicable Laws:** This permit is subject to all valid claims and applicable laws and regulations.

9. **Forest Fire Suppression:** The permittee and his/her agents and employees agree to take all reasonable precautions to prevent, make diligent efforts to suppress, and report promptly all fires on or endangering state park lands. No material shall be disposed of by burning during closed season established by law or regulation without a written permit from the state forester.

10. **Campfires:** Permittee and his/her agents and employees agree to abide by all state regulations pertaining to campfires.
11. **Protection of Park Land or Property from Damage:** Permittee shall exercise diligence in protecting from damage the land, property and resources of the State of Alaska in the area covered by and used in connection with this permit and shall pay the state for any damage resulting from negligence or from the violation of the terms of this permit or any law or regulation applicable to the use of state parks by the permittee or by his/her agents and employees when acting within the scope of their employment or by his/her contractors and subcontractors.

12. **Repair of Damage:** Permittee shall fully repair all damage, other than ordinary wear and tear, to state park roads and trails caused in the exercise of the privilege authorized by this permit.

13. **Non-obstruction of Public Use:** Permittee, employees, agents or clients shall not interfere with free public use of roads and trails in the area of their activities except as may be authorized by special stipulation in this permit.

14. **Geographic Limitation:** This permit is applicable only for the use areas described.

15. **Selling Prohibited:** It is expressly agreed and understood that this permit does not authorize the permittee to solicit business, advertise, collect any fee or sell any goods or services on state park lands or waters.

16. **No Preferential Right of Renewal:** No rights of renewal or preferential rights for renewal are attached to this permit.

17. **Wheeled or Tracked Vehicles:** Activities employing wheeled or tracked vehicles when specifically allowed under the description of activities of the permit or in the special stipulations shall be conducted in such a manner as to minimize surface damage to park lands and resources.

18. **Activity Area and Campsite Cleanliness:** All activity areas and campsites shall be kept clean and maintained in a workperson-like manner.

19. **Survey Monuments:** Survey monuments, witness corridors, reference monuments, mining claim posts and bearing trees shall be protected against destruction, obliteration or damage. Any damaged or obliterated markers caused by actions of the permittee or his/her agents shall be reestablished in accordance with accepted survey practices of the state.

20. **Natural Hazards:** The permittee recognizes and understands that natural hazards are likely to exist within the area of his/her operation. The permittee agrees to take all reasonable precautions to make himself/herself aware of these hazards and to avoid injury to persons or property.
21. **Signs:** No signs or advertising devices shall be erected on the area covered by this permit, or highway leading thereto, without prior approval of the state as to location, design, size, color and message. Erected signs shall be maintained and renewed as necessary to neat and presentable standards.

22. **Advertising:** The permittee in his/her advertisements, signs, circulars, brochures, letterheads, and like material as well as orally shall not represent in any way any terms and conditions or status of this permit or areas covered by its or tributary thereto.

23. **State Inspection of Permit Area:** The state reserves the right to inspect areas of activity under this permit. It is understood, however, that the state will only inspect the site during normal periods of activity by the permittee or at other times that are convenient to the permittee unless in an emergency situation.

24. **Special Stipulations:** Any special stipulations attached to this permit are a part of this permit.

25. **Native Claim Selection:** Should this permit fall within the boundaries of a present or future native claim selection area the permit will terminate on the date the selection receives tentative approval for transfer or patent to a native or native corporation.