

**EDUCATIONAL USE PERMIT***Request for Use of Chelan-Douglas Land Trust Property for Third Party Event*

Fee properties owned and managed by the Chelan-Douglas Land Trust (CDLT) are generally open to the public for use compatible with the protection of habitat, public safety, and specific grant requirements. Where other persons or organizations sponsor an event on CDLT property, the sponsor must obtain prior written approval from CDLT. Relevant factors in obtaining CDLT approval will be: 1) the nature of the event; 2) potential conflict with normally scheduled CDLT functions or public use; 3) the frequency of the event; and 4) the impacts of the event on the CDLT property and adjacent neighbors and areas. CDLT may approve or deny the request, and may, in its sole discretion, condition approval on agreement to specified conditions. CDLT may request: 1) payment of a use or maintenance fee; 2) payment of a staffing fee if it is necessary to pay a staff member to be present during the event; 3) addition of CDLT as an additional named insured or co-insured on the sponsor's liability insurance for the event; 4) liability waivers of all claims against CDLT by the event participants in a form acceptable to CDLT; and (5) where appropriate, an agreement signed by both parties specifying the terms of use.

Name of Education Organization:

School:

Mailing Address:

Contact Person and Position:

Best contact phone:

Best contact email:

Grade level:

Subject or Course:

Purpose of field trip:

Requested Date(s):

Duration of Event:

CDLT Property proposed to be used:

Additional Property:

of students:

of teachers:

of adult chaperones:

Temporary Structures/Equipment/Materials Used or Brought on to Property:

Accommodations you will make for special needs students:

Start Time:

End Time:

Set up Time:

Clean-up Time:

Describe where buses will be off-loading and picking up students:

Identify steps for sanitation and waste management controls (NOTE: you are responsible for taking all garbage with you):

Identify any special transportation services being provided participants:

Attach

- proposed permission form you will use for this event
- A certificate of insurance naming Chelan-Douglas Land Trust as an additional insured. (This is routinely done by school district for off-campus destination).

The Undersigned represents the above description of the event(s) to be true and correct:

(Requesting Organization and Individual)

Date:

Office Use:

Date: Approved, subject to conditions below

Denied for these reasons:

Conditions of approval:

Insurance Certificate Rec'd Waiver form approved Other conditions:

Approved by: