



Office Use: Race ID #

Approvals: MSB _____
UAA _____
UAF _____
ASP _____

Matanuska Greenbelt EVENT PERMIT APPLICATION FORM

(submit only this section, not instructions)

Applicant/Event Director: _____

Organization: _____

Organization officer: _____

Street Address: _____

City, State, Zip: _____

Phone #: _____ Cell #: _____ Fax #: _____

Race Director Email: _____

Race website: _____

Organization website: _____

Alaska Business License: _____

Mat-Su Borough Business License: _____

1. Name of event: _____

2. Brief description of activity: (bike race, triathlon, cross-country skiing, etc.)

3. Agency Lands Involved (check all that apply):

Crevasse-Moraine UAA Mat-Su College UAF Farm Matanuska Lakes

4. Start/Finish Point of Event: _____

5. Event Date: _____ Time: _____

6. Participation: Maximum # of Expected Participants: Adults: _____ Youth: _____

of volunteers: _____ # of spectators: _____ Total: _____

7. Participant Registration Fee: \$ _____

8. Anticipated race-day registration and post-race party, time for organizers and participants to be in start/finish area:

Start date: _____ Time: _____ Finish date: _____ Time: _____

9. Anticipated race start and finish time (for participants to be on the course):

Start date: _____ Time: _____ Finish date: _____ Time: _____

[Someone MUST be at finish line until all participants are accounted for and last participant is in. Permittee may be required to show the agency official a list of racers and their finish times or that they did not finish.]

10. Special Amenities Required: Such as special booths, etc. _____

11. Food Considerations: Will food be provided? _____ If so, what type and do you have a DEC permit? (DEC has restrictions on public disbursement of unsealed foods- see link for permit information)

http://dec.alaska.gov/eh/fss/forms/food/Temp_Permit_App.pdf

12. Type(s) of Trail Markers: Course markers may not be attached to any vegetation unless specifically authorized; no paint may be used on any natural resources or facilities except powdered chalk may be used; lathe or paper plates may be used provided they are installed and taken down within 24 hours of the event, push-pins or tacks may be used on posts, NO STAPLES maybe used- flagging may be used, but must be completely removed. In case multiple events occur in your area, please identify the types of markers requested.

13. Temporary Signage: Describe temporary signage that may be required to direct participants to the correct park location or dedicated parking; sandwich boards or saw-horse mounts are preferred.

14. Final Sweep: How will the sweep be accomplished? Course should be clean within 24 hours of last racer finishing that includes the final sweep. _____

15. Detailed Race Description (add extra pages if necessary)

16. Map of Route -- Should include direction of travel, including start/finish, checkpoints, aid stations, parking, headquarters/base, temporary structures, labels/coding (type of line) for each discipline, if multi-sport event. GPS preferred for non-traditional courses. MAP MUST BE CLEARLY LEGIBLE. Race can be drawn on these maps: <http://www.matanuska-greenbelt.org/trail-maps> .pdf versions

Or if you have a GPS track of the course, it can be added here, saved to your account, and printed:

<http://arcg.is/1XBhVLY> (loads slowly)

17. Emergency Action Plan - The Permittee should be prepared and able to self-rescue their racers, within reason without calling 911. Emergency Planning Maps and other information that may be useful for emergency planning are on <http://www.matanuska-greenbelt.org/events>

A written plan must include at least the following:

a. *Medical Director name and level of certification*

b. *Number of other EMS personnel and levels of certification*

c. *Furthest distance on race route from highway vehicle access, and how would an evacuation take place. (Emergency planning maps can help with trail widths, gates, LZ's.*

See <http://www.matanuska-greenbelt.org/events>)

d. *Evacuation and EMS equipment available ON SITE*

e. *Communications available (if cell service is spotty or not available, satellite phones and two-way radios should be employed)*

f. *Locations of aid stations (show also on map)*

g. *Minimum gear that all participants must have on them, if any*

h. Wildlife, terrain, weather or other special safety considerations

i. Distance and estimated travel time of closest EMS ambulance

j. Landing Zones (LZ's) for helicopter rescues for backcountry traverses in inaccessible locations. Suggested LZ's are on the Emergency map. The Palmer Fire and Rescue has been given a copy of that map and the links. (You might want to check with them.) You can use those numbers and/or the lat/long for planning. Large events might check with them as well as Mat-Su Borough Station 5-1 (closest station) or others to alert them that an event is taking place on the Greenbelt.

k. If you plan to use motorized access for self-rescue, you must clear that with land owners ahead of time. If you need access through a gate, please get prior clearance and remind them the day or two before the race. Contact information and gate numbers will be on the emergency map or accompanying tables. Motorized vehicles proposed (such as highway vehicles, ORVs, etc.)

l. A map for emergency planning purposes is available. (We worked with first responders on this.) The main features of that map are the trail widths (for emergency responders to have an idea what gear they can get down the trail), helicopter LZ's, gate locations, contact information, and post numbers. A table of post numbers and lat/long is also available. Maps for emergency planning are available here: <http://www.matanuska-greenbelt.org/events>

18. Proof of Insurance - The Permittee shall furnish proof of insurance against losses by fire or other casualty to agency-owned facilities, public liability insurance, employee liability insurance and other insurance as is customary and prudent among operators of similar activities under similar circumstances. Liability insurance requirements are \$1,000,000 per event, and must designate each involved agency as the “additional named insured with notice of cancellation”.

19. Parking Plan – All events must take into consideration other public use occurring at the site.

Locations with limited parking may require alternative transportation (such as buses) to other nearby parking areas.

a. Expected number of vehicles:

Participant _____ Spectator _____

Support _____ Other _____

TOTAL _____

b. Specific parking area proposed (show on map)

c. Will there be traffic control monitors (especially at conclusion if along a busy highway)? If so, how many and where?

d. Are parking fees required at this location? _____ If so what are they? _____

How will the fees be enforced? _____

e. Potential congestion issues and solutions

20. Waste Management Plan

a. There must be sufficient toilets to handle the number of people at the event. For every 50 people (including racers, volunteers and spectators near the finish line), there must be at least

one toilet. If this exceeds the facility's capacity, the Permittee is responsible for providing additional rental toilets at their cost. How many public toilets exist at this location?

Will additional toilets be needed, and if so how many and where will they be placed? Show on map – regular or trailhead.

- b. The Permittee must provide their own garbage containers at key locations to minimize garbage in facility dumpsters. All garbage must be taken off site and not placed in facility dumpsters. Waste containers near aid stations should be slightly past the aid station to give the person time to consume then drop peel or cup in trash. Use of folding reusable cups reduces the need for trash containers. RECYCLE – Strive to reuse, recycle, compost as much as possible to minimize fill going into the neighboring landfill. We want to slow its growth into Crevasse-Moraine Trails. Briefly describe your garbage plan.

21. Advance Public Notification - Notice is preferred at least 10 days in advance at any major trailhead where the event may begin or end or along the route. This is especially true for events in high-use areas and will also give other users notice that potentially fast-moving users may be on a trail on a particular day. All posting must be pre-approved by the park ranger and locations identified. Describe your posting plan and attach a copy of the poster to your application if available. We have message boards near trailhead signs at the main trailheads where you can push-pin your race announcements.

Other Helpful Information for Racers <http://trailrunner.com/trail-news/eventstandardsquickstart/>

When using trails, especially in events, please be an ambassador for your sport and smile!

I hereby affirm that I have included all the required information for this permit application to the best of my ability; I have read all the stipulations herein; and that the information provided is truthful. I also understand that the information I have provided will be directly referenced in the final permit unless specifically amended in the special stipulations.

Signature of Applicant / Event Director

Date

General Stipulations

TO THE APPLICANT/PERMITTEE: Please familiarize yourself with these stipulations and understand how they apply to your operations. Failure to comply with any provision or requirement may result in a citation being issued to you, possible suspension or revocation of the permit, and possible payments due the State for any cleanup, repair, and/or legal costs.

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 / Temporary Structures:** Permanent structures are prohibited from being placed by the permittee on Greenbelt lands or waters. Unless authorized by this permit, temporary structures are prohibited from being placed by the permittee Greenbelt lands or waters.
4. **Personal Property:** If personal property is authorized to be placed or located on agency lands or waters under the provisions of this permit said personal property shall be removed prior to the expiration of the permit or will be impounded.
5. **Forfeiture:** Permittee shall forfeit the permit if he/she defaults in the performance or observance of any of the permit terms, covenants, stipulations, of a statute or regulation.
6. **Held Harmless:** The permittee agrees to indemnify, defend and hold harmless the above affected agencies 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 Greenbelt lands or waters.
7. **Litter Removal:** The Permittee shall remove all litter caused by their activities and shall make a reasonable effort to pick up and remove from the land or water litter which they find in the vicinity of their activities within the Greenbelt.
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 Greenbelt 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 regulations pertaining to campfires.
11. **Protection of Land or Property from Damage:** All activities shall be conducted in a manner that will avoid or minimize disturbance of park resources including natural drainage systems. Permittee shall exercise diligence in protecting from damage the land, property and resources of the Greenbelt in the area covered by and used in connection with this permit and shall pay the agency 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 the Greenbelt lands 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 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 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 Greenbelt lands or waters.
16. **No Preferential Right of Renewal:** No rights of renewal or preferential rights for renewal or of a proprietary interest right in the lands are attached to this permit.
17. **Wheeled or Tracked Vehicles:** Activities using wheeled or tracked vehicles when authorized in the permit or in the special stipulations shall be conducted in such a manner as to minimize surface damage to Greenbelt lands and resources.
18. **Activity Area and Campsite Cleanliness:** All activity areas and campsites shall be kept clean and maintained in a work person-like manner.
19. **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.
20. **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 agency affected as to location, design, size, color and message. Erected signs shall be maintained and renewed as necessary to neat and presentable standards.
21. **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.
22. **Inspection of Permit Area:** The Greenbelt agency reserves the right to inspect areas of activity under this permit for purposes of permit compliance, operations evaluation, or to gather current information of the area for Greenbelt management purposes. It is understood, however, that the agency affected 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.
23. **Special Stipulations:** Any special stipulations attached to this permit are a part of this permit.
24. **Term:** This permit is issued only for the time period shown on the face of the permit.
25. **Cancellation:** It is understood and agreed that this permit may be revoked at any time at the discretion of the agency without compensation to the permittee or liability to the agency.
26. **Lawful Operations:** The permittee agrees to operate in accordance with the regulations of the Alaska Department of Fish and Game and all other local, state, and federal laws and regulations.
27. **Report Abnormal Sightings:** The permittee shall notify the responsible agency of any

problems, abnormal conditions, or unusual conditions observed while operating in Greenbelt lands and waters.

28. **Aesthetics:** Permittee shall protect the scenic aesthetic values of the area under this permit, and the adjacent land, as far as possible while conducting activities under this permit.
29. **Non-exclusive Authorization:** This permit shall not be construed as limiting the right of the director or his/her designee to issue similar permits at the request of other persons seeking to conduct the same or similar activities in the area.
30. **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.
31. **Quiet hours** are between 11:00 p.m. and 6:00 a.m. No disturbing noises or sounds may be made, nor may motorized generators or saws, or sound-producing equipment or instruments be operated between those hours.
32. **Fees:** The permittee is not relieved from the payment of any use fee or administrative fee required by the Greenbelt, unless specifically exempted on the face of this permit. Fees may include any camping, parking, boat launch, dump station, license, or concessionaire charges.
33. **Hiking, Equine, and Vehicle Operations:** This permit does not authorize or condone any activity or operation contrary to, in violation of, or in addition to existing regulations or management determinations for the area regarding the use of hiking trails, motorized or non-motorized vehicles, or animals, unless specifically stipulated.
34. **Off-Highway Vehicle Operations:** If authorized, the permittee agrees to conduct all activities involving on- and off-road operations of wheeled or tracked vehicles in such a manner as to minimize surface damage to lands and resources. No construction of new trails or widening of existing trails may be conducted under this permit.
35. **Accident Notification:** The permittee will notify the primary agency within 24 hours of any incident that involves personal injury, any incident involving wildlife or any situation that could create the impression that someone may be lost or in danger. Injuries requiring medical attention or evacuation shall be reported to the primary agency or the Alaska State Troopers immediately. The permittee is requested to immediately report any knowledge of fatalities/injuries or lost/overdue people to the Alaska State Troopers by calling 911.

Other General Rules

1. All required fees are to be paid prior to use.
2. Fireworks are prohibited.
3. Discharge of firearms or other weapons, including use of paintball guns, bows and arrows, slingshots, and similar weapons, is prohibited.
4. Unauthorized motor vehicle use is prohibited.
5. Dogs must be on leash 9 feet or shorter.
6. Refuse may not be brought into area for disposal
7. Disturbing, damaging, defacing or removing natural materials such as plants, rocks, or minerals is prohibited. Gathering berries, fruits and mushrooms for personal consumption is permitted.
8. Unauthorized trail building is prohibited.
9. Camping and ground fires are prohibited (except in designated sites at Matanuska Lakes).
10. Permits are required for assembly of more than 20 people .
11. All unattended food and food containers must be secured in hard sided vehicle to prevent bear problems.
12. Display of signs and construction of structures is prohibited.

University Land Rules

13. Remember this is an active agricultural research facility, please respect their fields (by not shortcutting across) and study areas so we can continue to use these trails. **Please do not allow dogs in fields (trails between fields is fine.)**
14. Stay off research fields.
15. Stay away from research pens (these trails will not be permitted for races).
16. Yield to all farm vehicle traffic, the Matanuska Experiment Farm is an active research facility.

Crevasse-Moraine Trailhead Rules

17. Parking is normally in the upper lot only. However, if you contact MSB Parks and Rec (907-861-8578), you may be allowed to use the lower lot(s) and the outhouse. Both the gate and the lower outhouse would need to be unlocked.

SAMPLE SPECIAL STIPULATIONS FOR RACE EVENTS

(These will vary depending on event specifics, locations, and are only examples)

1. A mandatory pre-race meeting may be required with staff at least 24hrs before race begins.
2. Due to the remote location, a written Emergency Response Plan (ERP) must be in place, and EMS certified personnel must be on site for the duration of the event. The plan must be provided to agency staff in advance for review. Ideally, the ERP will be submitted at application time, but may be accepted later if requested. Agency staff may assist if available, but cannot be counted on for rescue purposes. (use emergency maps for planning)
3. All participants must be briefed on minimum impact etiquette. Trail switchbacks **MAY NOT BE SHORTCUTTED**. Shortcutting causes erosion and loss of vegetation. Spotters are recommended in likely/sensitive locations. Violators will be disqualified.
4. All litter and evidence of the race must be removed promptly the day of the event. Pack it in-Pack it out. Any racer observed littering will be disqualified.
5. Trail Marking: No paint may be used; trail markers may not be attached to vegetation. If flagging is used, it must be completely removed after the event. Markers may be attached to posts using push pins. No staples are allowed since they often get left behind as litter.
6. Temporary signs may be erected, at the discretion of the agency official.
7. Day use parking payment for each participant may be paid by the Permittee for each racer; OR may be left to the participant. Marked fee receipts may be given out at registration. All other vehicles will be required to pay fees accordingly. Fee compliance will be enforced.
8. Parking may be limited. Carpooling is suggested when possible. **NO PARKING WILL BE ALLOWED ALONG THE ROADWAY NEAR THE RACE FINISH**. All parking will need to be at the designated day use parking areas.
9. Camping is not covered under this permit. All campers will pay normal camping fees if this activity is allowed (Matanuska Lakes State Recreation Area Campground only). Any large congregations in the campground will require park ranger authorization. Campsites have a 12 person per site limit. Vehicles are required to remain on parking pads.
10. Ending the race in a specific location may be required. Specific arrangements must be made with the agency official in advance of the race.
11. Participants are limited to 50 at this time, unless otherwise authorized.
12. If the event occurs at Matanuska Lakes State Recreation Area (a privately operated state park unit), additional requirements or fees may be necessary, and must be independently negotiated with that operator.
13. Race activities may not overtly displace the recreating public.
14. The ability to hold future races on this trail depends upon the outcome of this type of event. Races in sensitive areas are being monitored for impacts. Participants should consider themselves as ambassadors for your sport whenever participating in such events.
15. The Race Director must have access to a cell phone at race finish.
16. An onsite Medical Director must be provided by race organizers.

17. Race Cancellation Policy – Agency officials reserve the right to cancel the race at any time without any compensation to the Permittee. This would typically involve one or more of the following factors:
 - a. Sufficient periods of precipitation (i.e. rain/sleet/snow) that would create trail conditions that would result in excessive trail degradation by race activities.
 - b. Weather patterns that create adverse or unsafe conditions for the racers (i.e. limited visibility, high winds, excessive precipitation, and or low temperatures).
 - c. Failure of the Permittee to comply with permit stipulations.
 - d. Increased or unusual wildlife safety concerns.
 - e. Any other reason that unreasonably jeopardizes the public or Greenbelt resources.
18. A pre-race roster may be required (not typically) by race organizers and delivered to the agency official on-site. This roster should detail number of racers registered, bib numbers, and an official count of those who left the starting line.
19. If the above is required, a signed post-race accountability roster shall be created by race organizers and delivered to the agency official. This report should detail finishers name, bib number, and time.
20. Agency staff will not be responsible for participant or spectator safety. Staff may assist in an emergency situation as available.
21. A pre-determined location may be reserved for race officials if requested.
22. Instructions about emergency map, motorized vehicles.