You want to do what in my park?

Great Lakes Park Training Institute 2005
Speaker- Terry Coleman & Brian Huckstadt

Examples:

National Guard:
   Helicopter landing (full gear w/weapons)
Weddings:
   On boat, rooftops, fire tower, waterfalls, etc.
Pets:
   Bear, cougar, llama, pig, elephant, etc.
Baptisms:
   Rivers, creeks, etc.
Company Picnic:
   Too many people, entrance fees, etc.
Volunteer Fire Dept.
   Sell leftover fundraiser
Tournaments:
   Fishing, iron man, horseback trails
WWII Documentary Shoot:
   Nazi flags, German uniforms, weapons
Nude Photo Shoot:
   Lots of law enforcement from all over
Shakespeare theater at the dunes:
   Perform theater, wanted to use dunes for audience seating
Solar System Model:
   Create scale model of solar system by mowing the lawn in patterns
Motor Coach rendezvous:
   Drilling holes in asphalt

Most Outrageous! (Indiana Dunes State Park)

Monster Truck 4x4 Rally
   Large monster trucks

Let’s hear your stories . . .

1. they don’t ask, they pay a fee and do whatever they want
2. ‘dan, dan, the choo choo man’ riding small train around park
3. baptismal rental, slaughtered goat, left remains
4. youth ‘extreme winter sports’ set up miniature golf course w/o asking
5. selling boat/plane rides from Michigan to Canada, stopped by border patrol
6. strippers dancing, handed out cookies to everyone beforehand
7. groups set up alcohol sale tents at soccer tournaments
8. commercial filming
• You want people to feel that they have ownership; but you still need to have control.

So what do we do?
• Often reminded, ‘we pay your salary’
• Tell them why, written down (tangible), it has to make sense.

Focus on your mission
• Clearly defined mission statement
• Clear, concise, written policies
  o Survey staff (key issues and problems)
  o Begin developing policy based on core values, health and safety
  o Make process transparent (involve members of special interest groups)
  o Format accessible to all
  o Use common language, stay away from jargon

Special Events Permit

• If policy doesn’t address an issue, employ a special events permitting process
• Don’t be afraid to deny requests that don’t fit your mission/charge
• Public lands are public resources, but common sense, wise use and safety must prevail

I don’t have a policy for that one . . .
• Only regulate that which needs to be regulated
• Make long term decisions . . . think down the road
• Making exceptions often complicate things later
• When all else fails, common sense is the logical approach.

Contact Info:
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You want to do what in my park?

Indiana Department of Natural Resources
Division of State Parks and Reservoirs
Welcome!

Terry Coleman, North Region Supervisor
Division of State Parks and Reservoirs
Indiana Department of Natural Resources
State Parks Director

Assistant Director
Administration/Finance

Assistant Director
Property Operations

Assistant Director
Inns and Concessions

North Region Supervisor
16 Management Units
13… State Parks
5….. Reservoirs

South Region Supervisor
15 Management Units
11… State Parks
4...... Reservoirs
This should be FUN!

- I have been asked to sub in at Great Lakes before, but never with such an excellent topic!

- I can’t wait to hear YOUR stories…

- Please share…we’ll all learn something!
Agenda

- Discuss requests - State Parks & Reservoirs
- Share your most outrageous requests
- How do we address these requests?
- How do we remain focused on mission?
  1. Clearly defined mission statement
  2. Clear, concise, written policy
  3. Special events permitting
  4. Common sense in determining what is best for the resource/program
- Vote for the most outrageous request.
• **National Guard - Army Reserve Requests**
  - Helicopter landing
  - Helicopter night landing
  - Orienteering Exercise – Drop off 100 soldiers that are required to find their way out using orienteering skills at night.
  - Multiple helicopter night landings with a full deployment training exercise involving night vision equipment that shouldn’t involve more than a couple hundred men…IN FULL GEAR w/WEAPONS

• **Wedding ceremony on the water at a State reservoir**
  - Groom requested that the reservoir manager marry the couple on the water and further requested the use of a state owned boat for the ceremony so he would not have to rent one.
  - **Weddings Continued**: horseback, on boats, at scenic overlooks, in shelters, on trails, roof tops of property buildings (Dunes Pavilion), Lakeside, amphitheaters, fire towers, observation decks, waterfalls, etc.
• **May we bring our pet ______________?**
  - Black Bear, Cougar, llama, Vietnamese pig, elephant (circus in town)

• **Baptism(s)**
Rivers, Creeks, Beaches, Swimming Pools, Waterfalls,

• **The Company Picnic!**
- The shelter we rented for the company picnic does not appear to be large enough. We have three hundred people that will be attending. Can you have your people meet with the tent company, the moon walk and dunk tank company and the folks from port-a-let? Is it okay if the moon walk, tent and port-a-lets stay until Monday? The picnic is Saturday and they don’t work on Sundays. We know we can’t get in until after 7:00 a.m. Saturday, but are sure you’ll make special arrangements for the hog roast guy to come in at 4:00 a.m. Also, the boss doesn’t want the employees to have to pay the entrance fee…do the entertainers have to pay?
• **Local Volunteer Fire Department**
  - Had left over chicken dinners from their fund raiser and decided to drive through the campground selling the remaining dinners using the siren and public address system.

• **Tournaments, Races, Field Trials**
  - **Fishing tournaments** – 200 plus boats, requesting suspension of speed rules and allowing of fee collection on state property.
  - **Iron Man Triathlon** – Would only need exclusive use of the main parking lots for a seven day period in early August at Indiana Dunes State Park. During the race, on Sunday, no other visitor would be allowed in unless they were spectators, participants, media or event organizers. (This property usually has 5 to 6 thousand visitors on the beach on any given summer weekend day)
  - **Horseback field trials** - would only need the exclusive use of 5000 acres during weekend competitions. The horses don’t really do any damage and they would only need a building to work out of and assurances that no other groups would be in the area.
WWII Documentary Shoot:
Requested to bring in half-track vehicle and shoot film of actors and vehicles on the beach wearing military uniforms. It was to take place in the early morning hours before the beach crowd arrived. When the manager checked on the beach later that morning, he witnessed actors in German uniforms caring weapons and vehicles (vehicles NOT vehicle) had mounted machine guns and were flying nazi flags.

Nude Photo Shoot: (Any Law Enforcement Folks Here?)
Although this photographer never officially requested permission to do the shoot, the nude shoot was discovered and reported by park visitors. Law enforcement was called: Much to our surprise, we had EXCELLENT coverage by every law enforcement agency within a three county area (Conservation Officers, State Police, County Sheriff’s Department, City Police from 4 or 5 nearby towns, 2 Town Marshals from small burgs several miles away…)}
Shakespeare Theater at the Dunes:
Request by a Shakespeare theater company to construct an amphitheatre in the side of the sand dunes at Indiana Dunes State Park and use a semi-tractor trailer as a stage for the performances.

Solar System Model:
An individual approached a park manager needing a large field area to be mowed and maintained by property staff so that he could construct a “scale model” of the solar system.

Motor Coach Rendezvous:
Organizer requested to reserve the entire campground for exclusive use by extremely large coaches. After drilling holes in the asphalt campsite pads and the main boat ramp, he suggested that we consider allowing them to camp at the ramp since the asphalt was 8” thick there and only 4” thick in the campground.
Most Outrageous!
Indiana Dunes State Park - Monster Truck 4 X 4 Rally

Local Off Road Vehicle Club – Proposed a monster truck and 4 x 4 rally at Indiana Dunes State Park. Indiana Dunes is probably the most sensitive area in the mid-west, harboring numbers of threatened, rare and endangered species and plays host to rare dunal communities.

The club suggested a large rally since we had plenty of available parking and great sand dunes that could host hill climbs and racing. They would be happy to work around the beach crowd and thought it would be a great local draw for us.

Funny thing…the park manager never even called this one in. Somehow he felt comfortable making this call on his own…?
Okay...let's hear them...what have you got?
Okay... so what do we do?

What do we base our explanation or decision on and how do we make it stick? Most of us work for governmental agencies funded by our visitors and citizens. We are often reminded...”they pay our salaries!”
Focus on your mission!

- Clearly defined mission statement:

The mission of Indiana’s Division of State Parks and Reservoirs is to manage and interpret our unique natural, wildlife and cultural resources; to provide for compatible recreational opportunities; and to sustain the integrity of these resources for future generations.
Clear, Concise, Written Policies

- Survey staff to identify key issues and problems as they relate to mission. Make sure you state why a policy is important.
- Begin developing policy based upon core values, visitor health and safety, natural and cultural resource concerns, etc.
- Make the process transparent. Involve members of special interest groups, employees, legislators. These aren’t hidden rules, regulations or policies, they are essential to the mission or charge of the agency. Employee and stakeholder “buy in” is critical, but not at the expense of the cultural or natural resources or health and safety of visitors.
- Use common language and stay away from jargon. Think about external and internal customer needs and wants (long range).
- Assemble into format(s) that are accessible to all and so they may be easily distributed, updated and/or revised when needed.
# Examples of Written Policies – IDNR/SPR

| Horse Use       | Alcohol    | Shooting Range | Orienteering | Seaplanes   | Skateboards | Firearms    | Scuba Diving | Board Sailing | Mountain Bike | Gate Operations | Volunteers | Caves and Karst | Trapping | Reservations | Security | Helium Balloons | Fishing Tourneys | Carry In – Carry out Trash policy | Indiana Admin. Code | Hot Air Balloons | Beach/Pool | Burial of Remains | Photography | Archery | Campground | Snowmobile | Collecting and Gathering | Religious Activities | Metal Detectors | Family Cabin | ATV’s |
Special Events Permit/Permitting

- If policy does not address an issue or when a variance of policy is requested, employ a special events permitting process with hold harmless language and insurance requirements.
- Don’t be afraid to deny requests that don’t fit your mission/charge; where health and safety concerns surface; or when resources, facilities or the rites of other users are threatened.
- Public lands are public resources, but common sense, wise use and safety must prevail.
Please See Handout!
I Don’t Have A Policy For That One…

- Only regulate that which needs to be regulated.
- Make long term decisions…think down the road.
- Making exceptions often complicates things later. Not considering special requests at all, puts us out of touch with the users that we serve.
- When all else fails, commons sense is the logical approach. Most people are reasonable and understanding if you give them a chance to be heard and when you explain the basis and importance of your decision.
Time to Vote!
Thank You!

Please contact me if you would like information sent to you digitally.

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Policy: Special Event Procedures

Subject: Methods to determine special events on DNR properties

Special Events are defined as those activities that are not normally identified as a permitted public use of the property under the General Property Regulations. Special events would require an activity or exclusive access to a specified area of the property that is normally prohibited. A “PERMIT FOR SPECIAL EVENTS ON LANDS OWNED, LEASED, OR LICENSED BY THE DEPARTMENT OF NATURAL RESOURCES” is required to hold a special event. If the event is co-sponsored by the Department of Natural Resources and Division, then a special event permit is not needed. If it is not a DNR cosponsored event, then the request for the activity that requires a review by the property where the event is intended.

All special event requests are first reviewed by the property for consideration. If the permit request meets the necessary conditions, the property prepares and submits the permit to Central Office for review and approval. If the event is judged to be appropriate at that level, the permit is forwarded to the DNR Executive Office for approval and returned to the property.

Examples of events covered by such a permit: Running events, organized sports activities, car shows, business fairs, exhibit shows, historical reenactments, Boat races, etc. Events held within an Inn are not normally issued a special event permit, but are covered under a business contract between the Inn and the private party.

Gate Fees are normally charged for special events unless special consideration or arrangements have been made for in kind services by event organizers and the property.
TITLE: Requirements For Special Events on Lands Owned, Leased, or Licensed by the DNR

SUBJECT:

1.) An application for a permit from sponsoring groups must be submitted to the appropriate property-holding Division, Department of Natural Resources, a minimum of two months prior to the proposed event for approval.

2.) Sponsoring groups shall be limited to civic groups or non-profit organizations.

3.) Arrangements for food and drinks for the participants must be made via the Department of Natural Resources' concessionaires, with the State receiving its prior agreed percentage of the revenue, if the State approves the sale of concessions.

4.) If approved, a written permit will be issued to the sponsoring organization listing rules, regulations, and restrictions required by the Department of Natural Resources and relieving the Department of any liability in accidents to participants and spectators resulting from the special event. A performance bond must be given to the Department by the sponsoring organization to insure proper clean up of the tournament area, judge's area, and spectator area.

5.) Five days before activities are commenced, the sponsoring group shall file with the Indiana Department of Natural Resources a certificate of insurance. The Department may accept an insurance binder. The certificate of insurance or insurance binder shall evidence that the sponsoring group has obtained an irrevocable general liability insurance policy providing for a limit of not less than $100,000 for all damages arising out of injury to or death of one (1) person in any one (1) occurrence, and not less than $300,000 for injury to or death of all persons in that occurrence, with the sponsoring group and Department named as insureds. Additional limits up to $1,000,000 may be required if the special event is unusual or poses a great risk to the State.

The sponsoring group shall indemnify, defend, exculpate, and hold harmless the Department, its officials, employees, and agents from any liability due to loss, damage, injuries, or other casualties of any kind to the person or property of anyone arising directly or indirectly from the subject-matter of the contract, whether due in whole or in part to the negligent acts or omissions of the Department, its officials, agents, or employees; or of the sponsoring group, its agents, employees, contractors, or sub-contractors; or the joint negligence of any of them,
including any claim arising under workmen's compensation or any other law, statute, regulation, ordinance, order, or decree.

6.) Under no circumstances can the sponsoring group set up a gate and charge admission nor be granted a portion of the gate receipts.

7.) All Department of Natural Resources and property laws, rules, and regulations will be adhered to in full.

8.) The sponsoring organization will be responsible for the following:

   a) Obtaining permission from the property manager for use of the camping area or special event area.

   b) Setting up above-mentioned area after locations are approved by the Property Manager.

   c) Provide necessary officials to supervise all activities and camping area layout and assigning sites.

   d) Cleaning the area of litter. A bond may be required of the sponsoring group to ensure litter clean up.

   e) Deliver to the Department of Natural Resources signed statements of all special event or camp-out participants and others acting in an official capacity, releasing the Department and property personnel from liability in case of property loss or injury during the camp-out or special event.

9.) The Department of Natural Resources will be responsible for:

   a) Approval of camping area or special event area.

   b) Gate operation.

   c) Furnishing trash barrels and emptying them as needed.

10.) The sponsoring group will make available to the Property Manager a list of officials in charge of the camp-out or special event. The sponsoring group will have, at the headquarters stand or a centrally located place, an official at all times with authority and knowledge of the operation of the event. The sponsoring group will have a meeting with the Property Manager and the Lieutenant of the District or the Officer of the County from the Division of Enforcement prior to the start of the event.

The above requirements are necessary to cover liability of the Department of Natural Resources and its employees; to meet safety
standards on weekends and major summer holidays; and to cover the costs of extra enforcement, labor, and clean-up.

Date approved: October 19, 1982
The Department of Natural Resources hereby grants permission to:

Name: ____________________________
Address: ____________________________
__________________________
Area Code and Phone Number: ____________________________

to sponsor a special event at ____________________________ starting at _______ ending at _______ on ____________.

The special event is ____________________________. The Department's representative on the site shall be ____________________________, Property Manager. The organization representative shall be:

Name: ____________________________
Address: ____________________________
__________________________
Area Code and Phone Number: ____________________________

The permit is issued subject to the following terms and conditions:

1) The area covered in this agreement shall be as fully described below:

2) The following special conditions and terms apply:

a) All required permits for the activity and insurance are to be submitted to and reviewed by the property manager prior to the event to insure compliance to all laws.

b)

c)

d)

e)

f)

g)

3) The participants in this event agree to abide by all of the rules and regulations in general use on the property.

4) The contemplated use of the land area shall be without cost, expense or obligation on the part of the State of Indiana.
5) No permanent facilities or structures of any kind shall be constructed, erected or maintained.

6) There shall be no interference with, nor any attempt made to forbid the full use by the public of the facilities.

7) Any interference with, damage to, or littering of property under the control of the State of Indiana due to the even herein granted shall be promptly corrected by the permittee to the satisfaction of the Property Manager.

8) Fifteen days before the activities are commenced, the sponsoring group shall file with the Indiana Department of Natural Resources a certificate of insurance. The department may accept an insurance binder. The Department of Natural Resources must approve of the insurance company providing the coverage. The certificate of insurance or insurance binder shall evidence that the sponsoring group has obtained an irrevocable general liability insurance policy providing for a limit of not less than $100,000.00 for all damages arising out of injury to or destruction of property in any one occurrence, for a limit of not less than $100,000.00 for injury to or death of one (1) person in any one (1) occurrence and not less than $300,000.00 for injury or death of all persons in that occurrence, with the sponsoring group and the department names as insureds.

The sponsoring group shall indemnify, defend, exculpate, and hold harmless the department, its officials, employees, and agents from any liability due to loss, damage, injuries, or other casualties of any kind to the person or property of anyone arising directly or indirectly from the subject-matter of the contract, whether due in whole or in part to the negligent acts or omissions of the department, its officials, agents, or employees; or of the sponsoring group, its agents, employees, contractors, or subcontractors; or the joint negligence of any of them, including any claim arising under worker’s compensation or any other law, statute, regulation, ordinance, order, or decree.

9. This permit does not give any property rights, either in real estate or material, or in any way contemplate exclusive use and such use will not in any way prevent, interfere, or deny the public use and enjoyment of the area.