



# Paint Creek Trail Temporary Use Permit Guidelines & Application

4393 Collins Road  
Rochester, MI 48306  
(248) 651-9260  
(248) 601-0106 (fax)  
www.paintcreektrail.org  
manager@paintcreektrail.org

- **Why is a Temporary Use Permit Needed?**

The Paint Creek Trail is held in public trust. We need to ensure that the Trail is used properly and is available to the public.

- **When is a Temporary Use Permit required?**

A Temporary Use Permit is required for any organized activities utilizing the Paint Creek Trail including, but not limited to:

- Walkathons
- Fun Runs
- Cycling competitions
- Running competitions
- Organized trainings
- Commercial Use of Trail
- Ongoing recreation classes or programs utilizing the Paint Creek Trail
- Any event that advertises use of the Paint Creek Trail
- Any event that requires vehicle access on the Paint Creek Trail
- Any event where participation is controlled by donations or fees
- Any activity that is beyond the scope of normal trail use.

## Permit Application Information

1. Arrangements for activities should not be finalized until approval is received from the Paint Creek Trailways Commission or their designee.
2. Applications for Temporary Use Permits must be received by the Paint Creek Trail Manager a **minimum of 30 days** prior to the activity so it can be adequately processed.
  - 1) First time applicants must appear before the Trailways Commission at a regularly scheduled meeting to discuss their event and answer any questions. The Trailways Commission meets on the third Tuesday of each month at 7:00pm. The Trail Manager will confirm agenda availability with the applicant.
  - 2) Annual events that have been previously approved by the Trailways Commission may be approved administratively by the Trail Manager if all requirements are met. However, the Trail Manager may place the request on a regularly scheduled meeting agenda to obtain Commission approval at his or her discretion if there are concerns or major changes to the event.
3. Insurance requirements need to be met and proof of insurance needs to be received by the Trailways Commission a **minimum of 15 days prior to your event**, or your event will be cancelled. Insurance requirements are listed under "Permit Application Process".

4. No activities or events shall interrupt public trail use, and the trail must remain open for public use for the duration of your event. Applicants are expected to remind participants of proper trail courtesy, such as staying on the right, passing on the left, announcing when passing, and not blocking the trail for other users. Organizers are responsible for providing the rules to their participants, and they can be found on the “Trail Courtesy” page on our website ([http://paintcreektrail.org/wordpress/?page\\_id=489](http://paintcreektrail.org/wordpress/?page_id=489)).
5. Two or more events cannot be held at the same time without Trailways Commission approval.
6. Security and traffic control at road crossings are the responsibility of the permittee.
7. Signage, flyers, banners and/or other advertising and locations must be approved by the Trail Manager or the Trailways Commission. Advertising on the trail can start up to two weeks prior to the event, and must be removed within two days of the end of the event.
8. Parking at the Rochester Municipal Park for an event on the Trail must be approved by the City of Rochester. Please call (248) 651-9061.
9. The Paint Creek Trailways Commission reserves the right to waive or suspend any requirement for good cause shown.

### **Application Fees**

The Temporary Use Permit Application Fee can be made by cash or check payable to the Paint Creek Trailways Commission, and must be submitted at the time of application. Fee structure is as follows:

For-Profit and unofficial non-profit organizations /Informal fundraising groups	\$30
Non-Profit Organizations with proof of 501 (c)(3) Status	\$10
Trailways Commission member municipality or affiliated government and park agencies	\$0

### **Permit Application Process**

1. Contact the Trail Manager to ascertain calendar availability for your event at (248) 651-9260 or [manager@paintcreektrail.org](mailto:manager@paintcreektrail.org).
2. Complete the Application. You must provide all required information.
3. Sign and Date your Application.
4. Provide a drawing of the event route or provide detail specifics of the route or locations. If tables for registration, water, etc will be placed on Trailways Commission property, please provide location information.

5. Return your completed application, fee, route information, and proof of event insurance to the Trailways Commission office. You can mail the application and supporting documents to the Trail Commission Office, email it to [manager@paintcreektrail.org](mailto:manager@paintcreektrail.org), or fax it to (248) 601-0106.
  
6. Insurance requirements:
  - General Liability Insurance Coverage of at least \$1,000,000 each occurrence.
  - General Aggregate: \$1,000,000
  - List as Certificate Holder:
    - Paint Creek Trailways Commission**
    - Attn: Trail Manager**
    - 4393 Collins Road**
    - Rochester, MI 48306**
  - Additional Insured Endorsement must contain the following language:  
**"The Paint Creek Trailways Commission, its officers, employees, and agents are named as additional insured with respect to liability arising out of (name of event or activity) to be held on (date(s) of event or activity)."**



Paint Creek Trailways Commission  
Application for Temporary Use Permit

**Name of Applicant/Organization:** \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

**Type of Organization:**

For-Profit     Non-Profit with 501(c)(3) status     Unofficial Non-Profit or Informal Fundraising Group

**Contact Person Name:** \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip Code: \_\_\_\_\_

Phone: (     ) \_\_\_\_\_ Fax: (     ) \_\_\_\_\_

**Email Address:** \_\_\_\_\_

1. Name of Event or Project: \_\_\_\_\_

2. Is this the first time your event will be held on the Trail?     Yes     No  
If not, when was the last time your event was held on the Trail? \_\_\_\_\_

3. Describe intended use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Date of Event: \_\_\_\_\_

5. Rain Date (if any): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

6. Onsite Contact, Day of the Event: \_\_\_\_\_, (     ) \_\_\_\_\_

7. Is entire Trail (from Rochester to Lake Orion) to be used for event or project? If not, specify nearest cross streets to start and end points.  
\_\_\_\_\_  
\_\_\_\_\_

Specific Detail on Route or Locations: If attaching map or drawing, check this box:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. How many participants are expected? \_\_\_\_\_

9. Signs/Banners/Advertising on the Trail?     Yes     No  
(All trail signage and locations must be approved by the Trailways Commission)

10. Applicant is required to complete and return the "Paint Creek Trail Temporary Use Permit Report Form" to the Commission within 30 days after the approved event.
11. The Paint Creek Trail is a non-motorized trail. If motorized access is absolutely required, please contact the Trail Manager.

**TERMS of the PERMIT**

1. The permit is issued for the dates and times listed above and for the purposes authorized and for no others. THE PERMIT CAN BE TERMINATED BY REPRESENTATIVES OF THE TRAILWAYS COMMISSION AT ANY TIME, WITHOUT NOTICE AND WITHOUT CAUSE. The permit holder agrees that in the event his/her permit is terminated, he/she will leave the Trail property and will have no claim against the Commission or any of its representatives.
2. The permit holder agrees and understands that this permit is not and shall not create a lease, easement, or other rights not specifically identified in this document. No changes are allowed unless submitted and approved in writing. THE PERMIT HOLDER CANNOT ASSIGN THIS PERMIT TO ANY ONE ELSE.
3. The Commission shall not be liable to the permit holder or anyone authorized under the permit for any loss, injury, or damage to persons or property while they are on or around trail property. All motor vehicles approved for use must be insured. The permit holder agrees to hold the Commission, governments, and representatives harmless and shall indemnify and defend them from all losses, injury, damage, or claims by anyone for any reason caused by or growing out of the use of this permit or activities authorized by this permit.
4. The permit holder must conform to all federal, state, and local laws, ordinances, rules and regulations. The permit holder may be required to obtain other governmental permits, or authorization of neighboring property owners, and if so, must do so at his/her own expense.
5. Notices, if any are needed, shall be sufficient if mailed by ordinary mail to the permit holder at the address above.
6. Permit holder or organization representative shall show identification and copy of the permit if requested to do so by a law enforcement officer, community representative, or commission representative.

**THE UNDERSIGNED AGREES TO THE ABOVE TERMS:**

Signature of Applicant/Contact: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Return Completed Application and supporting documents to:**

**Paint Creek Trailways Commission  
 Attn: Temporary Permit Processing  
 4393 Collins Road  
 Rochester, MI 48306**

For Internal Use Only

Date Application Received: \_\_\_\_\_ Amount Received: \_\_\_\_\_

Date Insurance Received: \_\_\_\_\_

Commission Approval Date: \_\_\_\_\_ or Administrative Approval Date: \_\_\_\_\_



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### Paint Creek Trailways Commission Temporary Use Permit Follow Up

Thank you for holding your event on the Paint Creek Trail. In order to better serve you and other organizations in the future, please take the time to fill out this brief survey and send it back to us in the enclosed, stamped envelope.

Date of Event \_\_\_\_\_ Organization \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/ZIP \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_

1. Was this your first event on the Paint Creek Trail?  Yes or  No

If no, how many times have you held your event on the Trail? \_\_\_\_\_

If yes, how likely are you to use the Paint Creek Trail in the future?

Very Likely	Somewhat Likely	Not sure	Somewhat unlikely	Very unlikely
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2. How many people participated in your event? \_\_\_\_\_

3. Did your event meet your organizational or financial goals?  Yes or  No

4. Were the Temporary Permit Guidelines and Application clear to understand?  Yes or  No

5. If parking was needed for your event, was it adequate?  Yes or  No

If not, please explain and/or give suggestions how we may improve:

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6. If you have any other suggestions or ideas for the Commission regarding their Temporary Use Permit Guidelines or Trail operations, please list them here:

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Please return questionnaire to:

Paint Creek Trailways Commission  
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manager@paintcreektrail.org or FAX (248)-601-0106