



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).

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.
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, 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: _____

Website: _____ Social Media: _____