



**DEPARTMENT OF THE ARMY
US Army Corps of Engineers
Cape Cod Canal Field Office**

Dear Applicant,

Enclosed is the Midway Recreation Pavilion Reservation/ Special Use Permit Application package. Please complete the application and email, fax or mail the package to me, the Special Use Coordinator, at the contact information listed below. Please allow for time to review.

Be sure to completely fill out of the application. Use additional pieces of paper if needed. If you have any questions during the process, please contact me.

Sincerely,
Elisa Carey

Park Ranger
US Army Corps of Engineers
Cape Cod Canal Field Office
P.O Box 1555
978-318-8591 – Office
508-759-1345 - Fax
Elisa.D.Carey@USACE.ARMY.MIL

Definition of a Special Event

“A special event is defined as the organized use of project resources for a specific purpose and limited duration, beyond that normally engaged in by individuals or groups on a day-to-day basis. A special event may impact and/or restrict the intended use of the project by the general public and require USACE activities that convey special benefits to an identifiable recipient or recipients beyond those afforded to the general public.” – EC 1130-2-550

I. General

- 1) Pavilion reservations may be requested between Memorial Day weekend thru Indigenous Peoples Day between the hours of 9:00 am to 7:30pm.
- 2) Maximum capacity for a reservation shall not exceed 150 people

II. Special Use Permit Conditions

- 1) Time, location and event conditions shall be regulated by permit to avoid;
 - a. Conflicts of use with other visitors, other permitted events, or governmental operations
 - b. Infringement upon the enjoyment and rights of other project visitors
 - c. Injury to non-participants and damage to project resources
 - d. Unwarranted risk to event participants, other recreating members of the public due to inadequate equipment, lack of qualifications, supervision, weather or other factors
- 2) A Special Event Permit does not grant private exclusive use of Corps of Engineer lands or facilities at the Cape Cod Canal and should at no point; supersede any regulations governing use of the Cape Cod Canal.
- 3) Portions of the project including the Canal service roads or recreation areas are subject to availability and may be closed at the discretion of Canal Management at any time or for any given reason. Permittees may be required to adjust event logistics to meet changing conditions. Special event permits are revocable at will by the Corps of Engineers
- 4) The right to host an event on government property is based on the permittee providing parking assistance, adequate policing for crowd supervision and control, and other services required for the health and welfare of the visitor. The sponsoring agency must meet bonding, insurance, and other requirements unique to the local area.
- 5) Special Use Permits are available on a first come first serve basis. In the event two permit requests are received for the same location, the first completed application received will be given priority.
- 6) No costs shall accrue to the government.
- 7) The permitted site will be fully restored to prior conditions by the permittee.

- 8) All elements of the event request must be approved by the Canal Management prior to issuance of the permit.
- 9) Admission to view or participate in an event must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, creed, sex, or national origin in conducting activities.
- 10) The United States Government is not responsible for damage to property for injury to persons attending the event. The permittee will be responsible for health and safety requirements of participants
- 11) The permit request must be in accordance with applicable Federal, state, and local Laws.
- 12) In accordance with US Army Corps of Engineers Circular - **EC 1130-2-550, 30 Nov 15, APPENDIX "E", Special Events-**Insurance requirements.
 - a) For all permitted events, when the expected group is **over 50 participants**, liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of **\$1,000,000** for each event is mandatory.
 - b) For all events involving mechanical apparatus, bikes, bounce houses, water slides etc., liability insurance, obtained by the **event holder**, that names the United States Government as an additional insured in the minimum amount of **\$1,000,000** for each event, is **mandatory** regardless of number of participants.
 - c) Liability insurance may be required at any event, at the discretion of the Operations Project Manager, when there is an increased possibility for an accident, or the activity has a high potential for involving other visitors.
 - d) The policy must list the **"US Government"** as insured and be addressed to;
US Government
Cape Cod Canal Field Office
40 Academy Drive
Buzzards Bay, MA 02532
- 13) The individual(s) listed as point of contact and/or alternate contact person supplied in the permit application, will be designated as the "event coordinator(s)". Event coordinators accept all responsibility to handle planning and implementation of event logistics and shall serve as the point of contact in the event of an emergency or handle any issues with event logistics. Unless proven otherwise, the event coordinator(s) assume all responsibility for any issues concerning non-compliance with the permit conditions, and the safety and welfare of all event participants.
- 14) Any Commercial activity including the selling or advertisement of any refreshments, products, souvenirs or any other exchanges of money on government property is strictly prohibited
- 15) Use of unmanned aircraft systems (UAS's) such as, but not limited to, drones, remote controlled planes or helicopters, etc. is strictly prohibited on government property

III. Special Use Permit Application

- 1) When describing your event, be as thorough as possible. Additional information may be required, applicants will be contacted as to the nature of such information.
- 2) All necessary forms and certificates must be received in our office a minimum of one (1) week prior to the event.
- 3) If you are recognized by the Federal government as a 501(c) 3 non-profit organization, you may be required to include a copy of your certification with your application.
- 4) A representative of the sponsoring organization maybe required to meet or coordinate with the Special Use Permit Coordinator at least five (5) days prior to the event to coordinate all activity

Midway Recreation Area

Inflatable Use Guidelines

For visitors to use an inflatable during your reservation at Midway Recreation Area it is required:

- The event holder notifies Corps staff prior to reservation date that an inflatable will be present
- Private liability insurance is obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of \$1,000,000 for the event regardless of number of participants.
- That such inflatable is rented and installed by a licensed company
- The inflatable is designed to enable patrons to stand, sit or climb to a height of **NO MORE** than 12 feet high.

Please refer to the following link for a list of Massachusetts insured inflatable rental companies and safety guidelines

<https://www.mass.gov/service-details/guidelines-for-parents-renting-backyard-inflatables>

Please Contact Park Ranger Elisa Carey for questions

978-318-8591

Elisa.D.Carey@USACE.Army.mil

1. Group Name: _____	
2. Type of Proposed Activity/Event: (family picnic, graduation, school field day, etc.) _____	
3. Group Representative: Name: _____ Address: _____ _____ _____ Contact Information: Home: _____ Cell: _____ Office: _____ Fax: _____	4. Alternative Group Representative: (if applicable) Name: _____ Address: _____ _____ _____ Contact Information: Home: _____ Cell: _____ Office: _____ Fax: _____
5. Proposed Date of Event: (no rain dates) _____	6. Estimated Number of Participants: _____
7. Description of event: _____ _____ _____ _____	
8. Are you certified as a 501(c)3 non-profit? <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No (May be requested to provide a copy of your certification)	
9. Fee to Participate? <input checked="" type="checkbox"/> Yes X No How Much?: _____	10. Event Setup Begins at: _____ Event Starting Time: _____ Event Closing Time: _____
11. Insurance Company: (If requested) (Name, address, phone, amount of coverage) _____ _____ _____	
12. Signature and Title of Group Representative: _____	Date: _____

15. Mail, Fax, or Email Application To:

US Army Corps of Engineers Cape Cod Canal Field Office
ATTN: Midway Pavilion Permit Coordinator
P.O Box 1555
Buzzards Bay, MA 02532
978-318-8591 – Office
508-759-1345 – Fax
Elisa.D.Carey@usace.army.mil

Permit Status: (FOR OFFICIAL USE ONLY)

Date Received: _____

Approved ☐ Denied ☐

Conditional Approval ☐

Reason:

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Approving officer: