

**Division of Fish & Wildlife and Division of Forest Environment
Special Use Permit Application & Review Process**

*Special uses and events are approved for both of these Divisions through the Management Area Stewardship Committee (MASC)

Welcome to the Division of Fish & Wildlife and Division of Forest Environment Events Page!

Before Applying for a Special Use Permit, You Must Contact the Division of Fish & Wildlife or the Division of Forest Environment. They will determine if your use is appropriate for the property and if your date is available. If a Special Use Permit is necessary, they will provide you with a link and instructions on how to apply online.

[Click here to find contacts for the Division of Fish & Wildlife and the Division of Forest Environment](#)

Activities Requiring a Special Use Permit

- ANY event with between 10-75 participates (includes spectators)
- Athletic events, competitions, or races, including running or mountain biking
- Clean ups (shoreline or other property type)
- Equestrian competitions, shows, or gatherings
- Motorcycle charity runs or stopovers
- Scientific research or surveys
- Volunteer maintenance projects (scouts, schools, groups, or organizations)
- School field days, picnics, or field trips
- Film, video, or photography shoots (small scale, large scale, non-commercial and student-based)
- Daycare or summer camp visits
- Drone use (approval is restricted to commercial use - no private use permitted)
- Press conferences
- Religious ceremonies

Applying for a Special Use Permit Online

Step One: Create your Personal Profile

To complete your special use permit application online, you'll need to set up an account on RecDesk. [Go here to create your personal profile \(called a "Community Profile"\) with login and password.](#) Every time you use this website, log on using your username and password. You'll be able to use this account to track your reservations and make payments.

Step Two: Request a Date and Complete the Application

1. [Login using your username and password.](#)
2. From any page, scroll to the top of the website, click on the **Event/Special Use Permits** tab the **blue ribbon**, and select **All Event Requests**.

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3. **DEM Management Areas**: Click on the **green RESERVE button** next to **DEM Management Areas**.
4. This brings you to a calendar. Click on the **green RESERVE button** on the date associated with **the FIRST DAY OF YOUR EVENT**. (Note: If your event is on multiple days, you can provide details on additional days in the form that follows.)
5. Enter a brief description of use (e.g., Clean Up) and the approximate number of people expected.
6. Click the **down arrow next to "One Day Reservation - 7 am - 6 pm"**.
7. Click the **green + button**, and click the **blue ADD TO CART button**. (Note: You can tell us about the actual hours of your event in the form that follows.)
8. You will not pay any upfront fees. There may be fees assessed when the application has been reviewed.
9. Click the **blue GO TO CHECKOUT button** on the bottom right.
10. Check the **blue I ACCEPT WAIVER button**.
11. Click the **blue COMPLETE FORM button**. This takes you to the Special Use Application.
12. Complete the form, sign, and click **SUBMIT**. (Note: If the form does not submit, check for error messages on the bottom, fix them, and click submit. *(This form will time-out in 30 minutes, so don't start unless you can finish it in one sitting.)*)
13. Click the **NEXT button**. (Note: If there are errors in the form, it will note them in red on the bottom; fix them and press **Update Form**.)
14. Click the **blue I HAVE COMPLETED ALL FORMS button**. **The form will say "Incomplete." Don't worry!** That's because we have work to do on our end.
15. Click **CONTINUE**. When you see **Checkout Complete, you have successfully submitted your form**.
16. You will receive an email notice immediately indicating your request was submitted.
17. After we have reviewed your form, the Bureau of Natural Resources will be in touch to let you know if they can approve it.

Step Three: Submit your Certificate of Insurance

Insurance

Most Special Event Permits require a certificate of general liability insurance. The amount of insurance required is based on the type of activity you are planning to host. After we have reviewed your application, we will provide details on the level of insurance required, and instructions on where to email the certificate. **We must receive your certificate of insurance two weeks prior to your event, so please plan-ahead!**