

**STATE OF ILLINOIS  
DEPARTMENT OF NATURAL RESOURCES**

**ACTIVITY PERMIT**

This Permit is for groups or individuals who want to conduct a special activity on Department of Natural Resources managed site(s). This is not a Permit for the selling of items or for any activity covered by other Department permits. This Permit must be submitted to the area's Site Superintendent at least 21 days prior to the activity date.

**Please type or print in ink:**

Permit requested by:

NAME/ORGANIZATION \_\_\_\_\_

TELEPHONE \_\_\_\_\_

ADDRESS (STREET, CITY, STATE, ZIP CODE) \_\_\_\_\_

TYPE OF ACTIVITY \_\_\_\_\_

DATE(S) OF ACTIVITY \_\_\_\_\_

SAND RIDGE STATE FOREST AREA \_\_\_\_\_

This Permit shall be effective only on the premises described above, said real estate being under the jurisdiction of the Department of Natural Resources, and subject to the following conditions:

1. PERMITTEE shall not unlawfully discriminate on the basis of race, color, sex, national origin, age, or handicap.
2. PERMITTEE shall notify Natural Resources prior to the commencement of PERMITTEE'S activities upon the subject premises, and shall comply with additional directions or instructions provided by Natural Resources.
3. PERMITTEE covenants and agrees that PERMITTEE will indemnify and hold harmless, protect and defend, at PERMITTEE'S own cost and expense, Natural Resources, its property, agents, servants, employees, assigns, successors, transferees, licensees, invitees, or other persons or property standing in the interest of the State of Illinois, of and from any and all risks, suits, damages, expenses or claims due to the negligence of PERMITTEE or arising any way from the granting of this Permit.
4. PERMITTEE shall not transfer or assign this Permit without authorization from Natural Resources.
5. PERMITTEE agrees that immediately following all activities allowed in this Permit, PERMITTEE shall cause the subject premises to be cleaned of all litter, debris, etc., and be restored to the fullest extent possible to their former or pre-existing condition, to the satisfaction of Natural Resources.

6. PERMITTEE MUST provide additional liability protection noted as follows:  
**(CIRCLE APPLICABLE PARAGRAPH)**
- A. PERMITTEE will obtain, prior to this Permit period, general liability insurance covering bodily injury, and file a certificate of insurance or copy of the required policy of insurance with NATURAL RESOURCES at least 72 hours prior to the activity date **and/or;**
  - B. PERMITTEE will provide, prior to this Permit period, liability releases signed by each participant in the permitted activity, fully indemnifying NATURAL RESOURCES at least 72 hours prior to the activity date.
7. PERMITTEE shall comply with all Federal, State, and local laws, rules and regulations. This Permit shall be in effect only for the date(s) described on this Permit and is subject to immediate cancellation by NATURAL RESOURCES upon notice to PERMITTEE.
8. This Permit is nonexclusive, and NATURAL RESOURCES reserves the right of ingress and egress and usage of the premises in the discharge of its duties and responsibilities. Further, NATURAL RESOURCES expressly reserves the right to allow use by the public for recreational purposes.

PERMITTEE Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Return to:**

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**OFFICE USE ONLY**

Site Recommendation: Yes \_\_\_\_\_ No \_\_\_\_\_

If **NO**, attach a letter to a copy of this permit and send to PERMITTEE explaining why this course of action was taken. If **YES**, after receiving Regional and Division approval, Site Superintendent will send applicant copy of **APPROVED** Permit and any site specific rules, maps, or special instructions.

Recommended by: \_\_\_\_\_ Date \_\_\_\_\_  
 Site Superintendent

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Regional Land Manager

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
 Division Manager

Distribution: Original: Region                      Copies: Site and Division Office  
**Revised: 03/2000**

## **ACTIVITY PERMIT USES AND INSTRUCTIONS**

Activity Permits should be submitted when a more specific permit is not required and/or risk of liability is present. The following guidelines will apply when issuing an Activity Permit:

### **Activity Permits should not be used when:**

1. Food or goods are sold, fees are charged or when money changes hands in any manner among the organizers, spectators and/or participants. See **PERMIT TO SELL**.
2. Raffles are conducted (Ducks Unlimited, etc.)  
See **RAFFLE PERMITS**.
3. Non-recreational activities take place, such as ingress-egress, survey or utility work, construction, etc. Contact the **Division of Concession and Lease Management**.
4. Military Activity will take place. See **MILITARY PERMITS**.
5. Fishing Tournaments. See **ADMINISTRATIVE RULE - Part 115**.
6. Camping or small group permits would suffice.
7. Special Events permits are used.

### **Guidelines for completing Activity Permits:**

1. The individual(s) or group (PERMITTEE) requesting the activity must complete and sign the Activity Permit and submit to the Site Superintendent at least 21 days prior to the event.
2. If activity requires set-up or wrap-up on site, include those dates in the permit.
3. PERMITTEE **MUST** provide additional liability protection (see item 6 of permit):
  - a. If liability insurance is obtained, the insurance certificate **MUST** show NATURAL RESOURCES as additionally insured (policy holder) and **MUST** show the activity location (site/area/name).

- b. If liability releases (waivers) are used, they **MUST** indemnify NATURAL RESOURCES. A copy of the waiver **MUST** be submitted with the Activity Permit. Copies of the signed waivers should remain on site. (See attached DNR waiver).
  
- 4. Site Superintendents have the option of approving or disapproving issuance of Activity Permits. If approved, permits should be signed and forwarded to the Regional Land Manager for approval. If approved at that level, permit is forwarded to the Division office for final approval and processing.

If permit is not approved at the site level, the superintendent should send a letter and the permit back to the PERMITTEE explaining why the permit was denied.

- 5. The Division office will distribute approved Activity Permits as follows:

Original:	Regional Office
Copy:	Site Superintendent
Copy:	Permittee