



Commercial Use Permitting Boise Parks and Recreation

parksspecialevents@cityofboise.org
www.cityofboise.org/commercial-use-permit

Commercial Use Program Frequently Asked Questions (FAQ)

Why was the Commercial Use Program of Park Property Created?

The City of Boise provides opportunities for entities to apply for a permit to conduct classes, lessons, tours, or demonstrations on city owned/managed waterways and properties. Entities wishing to acquire a permit to operate on city owned/managed waterways and/or properties or for commercial guides that wish to launch or conclude guided trips on city property, shall comply with all applicable laws, statutes, and ordinances, stated in the Terms of Commercial Use, Commercial Use Application, and the Commercial Use FAQ.

What Activities Are Authorized Under A Commercial Permit?

Activities (1) must be recreational in nature, (2) will not restrict or impede access for the general public, (3) must not conflict with recreational programming offered by the city, or other permitted/contracted businesses or events, (4) will not pose a safety risk to persons or property, and (5) does not constitute over usage of the park property in use.

Are There Limitations With The Commercial Use Permit?

Class Size: Permittee shall adhere to the following class sizes in Boise Parks or if accessing (or taking out) the Boise River through city property to conduct lessons/classes.

- A. Boise River and the J.A. and Kathryn Albertson Family Foundation Boise Whitewater Park: Class size shall not exceed 10 students at any time
- B. Park Ponds: Class size shall not exceed 30 students at any time
- C. Park Grounds: Class size shall not exceed 30 students

Areas of Use: Permits shall be applicable for the use of the area designated on the permit. Permits are not applicable to lands not owned or managed by the city. Some Boise Parks and Recreation sites may be ineligible for the Commercial Use Program entirely or for a portion of the calendar year. Some Boise Parks and Recreation sites have limitations on the scope of events they can accommodate.

*Restricted sites include but are not limited to:

- Sports Fields/Courts, Sports, and Aquatic Complexes
- Quail Hollow and Warm Springs Golf Courses

- Cemeteries
- Various extreme sport parks (including Whitewater Parks and Bike Skills Park)
- Foothills ([Ridge to Rivers governed areas](#))
- Esther Simplot Park (no permits from April 15 to October 15)
- [Playcamp sites](#) (during summer break)
- Park sites without parking lots and/or restrooms

*Please note, restricted sites are subject to change under the department's discretion.

Advertising/Selling Prohibited: Permittees shall not solicit business, advertise, collect any fees, or sell any goods or services on lands authorized for use by the permit unless specified on the permit. Permittees shall not make any misrepresentation in his/her advertisements, signs, circulars, brochures, and letterhead or like materials regarding the permit.

Unauthorized Uses: Examples of unauthorized activities may include but are not limited to marketing activities, off-leash dog obedience courses, foraging, mobile vehicle detailing, self-service vending, mobile saunas, mobile hot tubs, and sales of goods.

Amplified Sound: Amplified sound is prohibited unless issued for a special use outside the commercial use program. Additional fees and permits may be required.

What Is The Permit Cost And How Long Is It Valid?

Cost: The Commercial Use Permit Fee is:

Commercial Use Fee (up to 100 uses)	\$380	\$589
Additional Fee for over 100 uses	\$675	\$1,046.25

Fees may increase annually, in accordance with the City of Boise's Fees & Charges.

Term: Permits shall be issued based on a calendar year. Regardless of when a permit application is received and permit is issued, the permit will conclude on December 31 of the year in which it was issued. Entities that have been awarded a permit in prior years will be required to apply for renewal annually. All fees shall be paid prior to initiating the activities authorized under the issued permit.

Renewal: The issuance of a permit does not confer any rights of renewal or references for renewal despite investments or reasons posed by the Permittees.

Does My Commercial Use Permit Give Me Exclusive Use Of The Park Property?

Permittees shall not be granted exclusive use of a park or facility. The city reserves the right to issue additional permits for the same or similar services. Permittees, their agents, or clients shall not interfere with free public use or other authorized use of roads, parking lots, trails, lands, or waters in the area of their activities.

Parks and Recreation maintenance, programs, and special events have priority for park usage. Dates/times affiliated with Commercial Use Permits are subject to change at the department's discretion.

Does My Commercial Use Permit Allow Me to Host One-Day Events?

The Commercial Use Permit does not include one-time events, community-wide events, or any gathering outside of the approved programming. If an activity organizer would like to host a gathering that resembles a community event (vendors, amplified sound, community-wide advertisement, etc.), additional fees and requirements will be assessed. For more information, visit the [parks special events page on the city's website](#).

Special Events or Special Uses: Permittees wishing to conduct special events or special uses beyond the scope of their permit may be required to obtain an additional permit and pay additional fees to the City of Boise.

Are there specifications for Idaho Outfitters and Guides?

A maximum of six (6) water use permits will be issued annually. To enter or leave the Boise River from city property, applicants must have or obtain a license with the [State of Idaho Outfitters and Guides Licensing Board](#) and submit proof of license prior to being awarded a Commercial Use Permit for entering or leaving the Boise River through city-managed property. Applicants floating the river through the J.A. and Kathryn Albertson Family Foundation Boise Whitewater Park are required to portage around the park's features. The J.A. and Kathryn Albertson Family Foundation Boise Whitewater Park [wave schedule](#) will not be altered to accommodate applicants' classes or lessons. Permittees do not receive exclusive use of the park and must share the wave with drop-in users.

Accident and Injury Notification: Permittees shall notify the city immediately of any incidents that occur involving personal injury, boat collision, overturning or swamping, or damage to vessels; or any incidents involving the loss of equipment such as canoes, rafts, or other gear which could reasonably create the impression that someone may be lost or in danger. Injuries requiring medical attention or evacuation shall be reported to Emergency Medical Services immediately.

Equipment Operations: Permittees are responsible for ensuring that vessels are equipped, maintained, and operated in accordance with all applicable federal and state laws and regulations.

Licenses: Permittees wishing to operate on the Boise River, including the J.A. and Kathryn Albertson Family Foundation Boise Whitewater Park, shall be licensed by the State of Idaho Outfitters and Guides Licensing Board. Permittees not licensed by the Board shall not be eligible for the issuance of permits by Boise Parks and Recreation for Boise River use and shall be restricted to operating on approved city ponds.

Safety. Permittees shall provide safety equipment and a safety orientation to their clients, as well as information regarding rules, regulations and other information pertaining to the area in compliance with local, state, and federal guidelines and policies and rules of the Parks and Recreation Department.

What Information Is Required To Apply?

Applicants must submit the following:

1. A signed Commercial Use Program FAQ document
2. A completed Commercial Use Application
3. Site plan map(s)
4. Copy of a valid business license (and any additional license outlined)
5. Certificate of Insurance (COI) listing the City of Boise as an additional insured. COI must meet policy coverage and naming rights as outlined in the supporting application.

Who do I contact for more information about the Commercial Use Program?

Additional information (including the Terms of Commercial Use document) about the Commercial Use Program can be found on the [city's website](#) or the commercial use application. For additional questions, please contact the Boise Parks and Recreation Special Events team at parksspecialevents@cityofboise.org or at (208) 608-7600 ext.1.

End of FAQ

Your signature below means that you have read this FAQ and understand and agree to all the rules and regulations affiliated with the Commercial Use Program (including information listed on the application and the city's website).

PRINTED NAME OF APPLICANT: _____

SIGNATURE: _____ **DATE:** _____



This Commercial Use Application must be completed in its entirety and is a request only.

ORGANIZATION & COORDINATOR INFORMATION

ORGANIZATION NAME: _____

TAX EXEMPT (All non-profit/non-taxable organizations must submit an ST101 tax exemption form.)

ORGANIZATION MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

RESIDENT NON-RESIDENT (Boise residency status determines costs associated with permit – see next page for fees.)

ACTIVITY COORDINATOR NAME: _____

ON-SITE CONTACT NUMBER: _____ EMAIL: _____

ORGANIZATION WEBSITE: _____

ACTIVITY INFORMATION

ACTIVITY NAME: _____

EST. ATTENDANCE PER OUTING (Maximum allowed 30): _____ NUMBER OF STAFF: _____

PRICE SCHEDULE (Prices you anticipate charging customers per activity): _____

PLEASE SELECT THE ACTIVITY TYPE:

- FITNESS PROGRAM EDUCATION PROGRAM DEMONSTRATIONS SPORTS CAMP RECREATION ACTIVITY (Specify): _____ OTHER: _____

ACTIVITY DESCRIPTION & PURPOSE: _____

ACTIVITY LOCATION + TIMES

Boise Parks and Recreation reserves the right to approve or deny location requests based on site availability, events, and programming. Please submit activity schedules and facility proposals via separate attachments if necessary.

PARK: _____

SPECIFIC LOCATION(S) WITHIN THE PARK (Please attach map of specific area to be used): _____

EQUIPMENT TO BE BROUGHT ON-SITE: _____

SCHEDULE (Please list dates, times, and recurrences of requested park space): _____

FOR PERMITTED ACTIVITIES IN OR SURROUNDING BODIES OF WATER

Please select from the following locations. A maximum of six (6) water use permits will be issued annually. Please see the last page of the application for additional information.

- BERNARDINE QUINN RIVERSIDE PARK POND/ESTHER SIMPLOT PARK POND #1 BOISE RIVER (Commercial guides wishing to enter or leave the Boise River through city-managed property.) J.A. AND KATHRYN ALBERTSON FAMILY FOUNDATION BOISE WHITEWATER PARK MARIANNE WILLIAMS PARK POND (Bank fishing only.) PARKCENTER POND VETERANS MEMORIAL PARK POND

COMMERCIAL USE PERMIT FEES *(tax included)*

Payment is due before the first programmed activity date.

FEE DESCRIPTION	RESIDENT	NON-RESIDENT
Commercial Use Fee (up to 100 uses)	\$380	\$589
Additional Fee for over 100 uses	\$675	\$1,046.25

INSURANCE + INDEMNIFICATION

YES NO CERTIFICATE OF INSURANCE APPROVED

It is the responsibility of the activity coordinator to maintain a **COMMERCIAL GENERAL LIABILITY** insurance policy with coverage of not less than \$1,000,000.00 combined single limit per occurrence.

A certificate of insurance naming City of Boise (150 N. Capitol Blvd, Boise, ID 83702) as additional insured and certificate holder must be delivered with this application for all activities.

BUSINESS LICENSE

YES NO APPLICANT HAS A VALID IDAHO BUSINESS LICENSE, AND A COPY IS ATTACHED.

If an applicant does not possess an Idaho business license when the application is submitted, a copy must be sent/approved before operating any programs in the park. Please visit the [City of Boise Business License](#) website to see if additional licenses are needed.

IDAHO OUTFITTERS AND GUIDES

To enter or leave the Boise River from city-owned property, applicants must have or obtain a license with the State of Idaho Outfitters and Guides Licensing Board.

YES NO APPLICANT HAS A CURRENT LICENSE WITH THE STATE OF IDAHO OUTFITTERS AND GUIDES LICENSING BOARD, AND A COPY IS ATTACHED.

N/A

If no, the applicant agrees to obtain the required license from the [State of Idaho Outfitters and Guides Licensing Board](#) and submit proof of license prior to being awarded a Commercial Use Permit for entering or leaving the Boise River through City-managed property.

Applicants floating the river through the JA and Kathryn Albertson Family Foundation Whitewater Park are required to portage around the park's features. The wave features will not be adjusted to accommodate passage.

Applicants that receive a permit to use the J.A. and Kathryn Albertson Family Foundation Boise Whitewater Park are subject to the wave schedule detailed on the city's website: <https://www.cityofboise.org/departments/parks-and-recreation/parks/ja-and-kathryn-albertson-family-foundation-boise-whitewater-park/>. The wave schedule will not be altered to accommodate applicants' classes or lessons. Permittees do not receive exclusive use of the park and must share the wave with drop-in users.

PARK USE + SET UP MAP(S)

The Commercial Use *Permit does not grant exclusive use of a park or facility or specific area within a park. Permittees, their agents, or clients shall not interfere with free public use or other authorized use of roads, parking lots, trails, lands, or waters in the area of their activities. Park set-up map(s) must be legible and clearly showcase the area to be utilized and any physical equipment to be placed within the park.

***Parks and Recreation maintenance, programs, and special events have priority for park usage. Dates/times affiliated with Commercial Use Permits are subject to change at the department's discretion.**

I understand.

SPECIAL EVENTS + SPECIAL USES

The Commercial Use Permit does not include one-time events, community-wide events, or any gathering outside of the approved programming. If an activity organizer would like to host a gathering that resembles a community event (vendors, amplified sound, community-wide advertisement, etc.), additional fees and requirements will be assessed.

For more information, visit the city's website: cityofboise.org/parksandrecreation/special-events.

I understand.

Coordinator checklist and signature are required on the following page.

COMMERCIAL USE APPLICATION CHECKLIST

The following items are required before the first proposed activity date. Upon completion of this checklist, a Commercial Use Permit will be issued to the Activity Coordinator.

- | | | |
|---|--|---|
| <input type="checkbox"/> COMPLETED COMMERCIAL USE APPLICATION | <input type="checkbox"/> SIGNED FAQ | <input type="checkbox"/> PARK SET UP MAP(S) |
| <input type="checkbox"/> BUSINESS LICENSE | <input type="checkbox"/> APPROVED CERTIFICATE OF INSURANCE | <input type="checkbox"/> COMMERCIAL USE PAYMENT |

SUBMIT COMMERCIAL USE APPLICATION

I hereby certify the enclosed information to be true and accurate, to the best of my knowledge. I understand that any misrepresentation of the information contained within may disqualify me from obtaining a Commercial Use Permit for City of Boise Department of Parks and Recreation managed properties. I also certify that I have read, and that I understand, the terms and conditions set forth in this Commercial Use Application and in the City's Terms of Commercial Use, which is attached hereto as Attachment A and incorporated herein by reference. By my signature, below, I knowingly and willingly agree to be bound by all applicable laws, statutes, ordinances, and regulations, and by the terms and conditions contained on the Commercial Use webpage, in this Commercial Use Application, in the City's Terms of Commercial Use, in the City's FAQ, attached and incorporated herein. Violation of any of the terms and conditions detailed in the Commercial Use Application, in the City's Terms of Commercial Use, or in the Commercial Use FAQ may result in the revocation of the Commercial Use Permit. I further understand that this application does not guarantee me issuance of a Commercial Use Permit.

The permit holder shall save, defend, indemnify, and hold the city harmless from and against any and all loss, damage, liability or claims (including, without limitation, costs and expense of litigation and reasonable attorneys' fees) (collectively, "Claims") arising from, or connected with, this Permit and/or use of the Licensed Space by Permit holder or Permit holder's employees, agents, or invitees.

PRINTED NAME OF APPLICANT: _____

SIGNATURE: _____ **DATE:** _____

This document serves as an affidavit of the application's accuracy and agreement to abide by the policies governing the proposed event under the City of Boise ordinances outlined in Boise City Code. Find additional information at cityofboise.org.



**PARKS AND
RECREATION**

Contact Boise Parks and Recreation:

parksspecialevents@cityofboise.org

208-608-7600, ext. 1

1104 Royal Blvd, Boise, ID 83706