



# Non-Cleveland Metroparks Program Application

3900 Wildlife Way, Cleveland, OH 44109

Telephone: 216-635-3304

Please read the following carefully before completing the Non-Cleveland Metroparks Program application. For additional information or assistance, please contact the Manager of Special Events & Experiences at Cleveland Metroparks by mail or email [slb@clevelandmetroparks.com](mailto:slb@clevelandmetroparks.com), or phone from 8:30am to 4:30pm, Monday – Friday.

## Non-Cleveland Metroparks Program Procedures

- A permit is required for entities as defined below when using Cleveland Metroparks property (including accessing waterways such as but not limited to Lake Erie, Cuyahoga River, Rocky River, and Chagrin River) for programs. “Programs” include classes, tours, trips, demos, etc. Programs covered by the Fishing Guide Permit are exempt.
  - All fee-based “programs” (747.05 Permit Applications (a)(1)(A)(2))
  - Free “programs” hosted by a For-Profit entity (747.05 Permit Applications (a)(1)(A)(3))
    - Exception: Permits are not required for non-instructional, meet-up type, club rides, walks, or group runs when a non-exclusive space is needed and there are less than 50 people involved in the activity. Without a permit, someone with a permit has the right to ask your group to leave the area.
- The Park District shall begin processing permit applications in order of receipt beginning on December 15<sup>th</sup> of each year for the following year. Permit applications submitted within the current calendar year of the requested activity shall be processed in order of receipt of the permit application. If there are conflicts for requested days, a committee will meet to reach an agreement with the requesting entities. Should an agreement not be reached, the committee will divide the requested dates as fairly as possible. Applying for certain dates doesn’t guarantee a permit for those specific dates. We will respond with confirmation of the permit.
- A permit fee and insurance are required. The permit fee is \$25.00 per program for each date of your program. The permit fee is nonrefundable.
- A copy of proof of insurance certificate with the following coverage must be on file with Cleveland Metroparks two (2) weeks prior to the “program.” The insurance coverage required is:
  - Bodily Injury \$1,000,000 (minimum)
  - Property Damage \$ 100,000 (minimum)
  - Board of Park Commissioners of the Cleveland Metropolitan Park District named Additional Insured with the name or date of the “program” included



# Non-Cleveland Metroparks Program Permit Application

3900 Wildlife Way, Cleveland, OH 44109

Telephone: 216-635-3304

To apply for a Non-Cleveland Metroparks Program permit, this application must be completed and submitted via mail, or email: slb@clevelandmetroparks.com with at least forty-five (45) days' notice before your activity. By submitting the application, the applicant certifies that they have read and will comply with all "Conditions of Use." The non-refundable fee must be paid within (14) days of receiving the permit from Cleveland Metroparks or prior to the event, whichever is first. A confirmed permit will be returned. Please call Special Events & Experiences for any additional questions.

*I have read and agree to Cleveland Metroparks Non-Cleveland Metroparks Program Procedures and the Conditions of Use.*

X \_\_\_\_\_  
Signature of Permit Holder

X \_\_\_\_\_  
Date

### APPLICANT INFORMATION

Applicant Name \* Organization/ Group (if applicable)

Street Address \* Apartment/Suite

City \* State \* Zip Code \*

Daytime Phone \* Evening Phone

Cell Phone Email \*

"Program" On-Site Contact (if different from applicant) Cell Phone

### "PROGRAM" CATEGORIES

Categories of "Program(s)": \*

- Backpacking/Camping
- Cycling including Mountain Biking
- Rock Climbing
- Snowshoeing/Cross-Country Skiing
- Other (please specify): \_\_\_\_\_
- Watersports (Kayaking, SUP, Canoeing, Sailing)
- Yoga (including SUP Yoga)
- Exercise/Fitness Classes
- Nature Education

### "PROGRAM" 1 INFORMATION (Required)

Name of "Program" \*

Type of "Program" (class, tour, trip, demo, etc. Renting equipment is not permitted on Cleveland Metroparks property unless it is directly for participation in the permitted "program")

Requested Reservation(s) \*

Are you charging a fee for your program?  YES or  No

Requested Area(s) \*

Proposed Date(s) of "Program(s)": \* \_\_\_\_\_

Actual Hours of "Program(s)": \* From \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Set-Up Times before "Program(s)": \* From \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Tear Down Times after "Program(s):" \* From \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Expected Number of Participants: \* \_\_\_\_\_ Expected Number of Spectators: \* \_\_\_\_\_

Description of "Program(s)":

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide "Program" layout. (Where will your group gather, launch, etc.)

**"PROGRAM" 2 INFORMATION (Optional)**

Name of "Program" \*

Type of "Program" (class, tour, trip, demo, etc. Renting equipment is not permitted on Cleveland Metroparks property unless it is directly for participation in the permitted "program")

Requested Reservation(s) \*

Are you charging a fee for your program?  YES or  No

Requested Area(s) \*

Proposed Date(s) of "Program(s)": \* \_\_\_\_\_

Actual Hours of "Program(s)": \* From \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Set-Up Times before "Program(s)": \* From \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Tear Down Times after "Program(s):" \* From \_\_\_\_\_ AM/PM - \_\_\_\_\_ AM/PM

Expected Number of Participants: \* \_\_\_\_\_ Expected Number of Spectators: \* \_\_\_\_\_

Description of "Program(s)":

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide "Program" layout. (Where will your group gather, launch, etc.)

**[ATTACH ADDITIONAL SHEETS FOR ADDITIONAL PROGRAMS]**

What are your credentials to instruct these type(s) of "Program(s)?"

\*See Addendum 1 for details.

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Will the "Program(s)" be advertised? If so, how?

\*Do not advertise for your event until you receive a confirmed permit.

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Additional Information

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## Addendum 1

### All Activities

- At least one instructor will be certified in CPR/First Aid (by an industry approved organization) and have an appropriate first aid kit available at all programs.
  - Industry approved certifying organizations include but are not limited to:
    - American Red Cross
    - American Heart Association
    - SOLO: Stonehearth Open Learning Opportunities
    - WMI: Wilderness Medicine Institute
    - WMA: Wilderness Medical Associates
- Follow [Leave No Trace Principles](#) and etiquette specific to the activity.
- Encourage participants to wear appropriate clothing and footwear for the activity.
- Do not permit anyone who is under the influence of drugs or alcohol to participate.
- Maintain clear communication with everyone in the group.
- Work collaboratively with others sharing the same space including but not limited to Cleveland Metroparks staff and park guests.
- Provide sufficient proof of insurance to Cleveland Metroparks.

### Backpacking/Camping

- For extended backpacking trips of 1 night or more, at least one instructor will be certified in Wilderness First Aid (by an industry approved organization) based on the distance from definitive care and have an appropriate first aid kit available at all programs.
  - Industry approved certifying organizations include but are not limited to:
    - SOLO: Stonehearth Open Learning Opportunities
    - WMI: Wilderness Medicine Institute
    - WMA: Wilderness Medical Associates
    - Wilderness Medicine Training Center
    - American Red Cross
- Obtain a permit and only camp in designated, pre-established sites.

### Cycling including mountain biking

- Everyone must wear a helmet while on a bike.
- Follow proper trail etiquette by only riding on open trails.
- The lead instructor will be certified (by an industry approved organization) at or above the level they are teaching in the respective discipline, and instructor/participant ratios should be followed.
  - Industry approved certifying organizations include but are not limited to:
    - IMBA (International Mountain Bicycling Association)
    - League of American Bicyclists
    - PMBI (Professional Mountain Bike Instructors)

### Rock Climbing

- The lead instructor will be certified (by an industry approved organization) at or above the level they are teaching in the respective discipline, and instructor/participant ratios should be followed.
  - Industry approved certifying organizations include but are not limited to:
    - PCIA (Professional Climbing Instructor's Association)
    - AMGA (American Mountain Guides Association)
- Permits can only be issued for Whipp's Ledges, which is the only area in Cleveland Metroparks where climbing is permitted. A permit does not guarantee that specific routes will be available for you to use. Routes are available to the public on a first come, first serve basis.

## Snowshoeing/cross-country skiing

- Encourage everyone to dress appropriately to avoid hypothermia.
- The lead instructor will be certified (by an industry approved organization) at or above the level they are teaching in the respective discipline for cross-country skiing, and instructor/participant ratios should be followed.
  - Industry approved certifying organizations include but are not limited to:
    - PSIA (Professional Ski Instructors of America)

## Watersports: Kayaking, Stand Up Paddleboarding, Canoeing, Sailing

- The lead instructor will be certified (by an industry approved organization) at or above the level they are teaching in the respective discipline, and instructor/participant ratios should be followed.
  - Industry approved certifying organizations include but are not limited to:
    - American Canoe Association (ACA)-Kayak/Canoe/SUP
    - British Canoe Union (BCU)-Kayak/Canoe/SUP
    - Professional Stand Up Paddle Association (PSUPA)-SUP
    - World Paddle Association (WPA)-SUP
    - Academy of Surf Instructors (ASI)-SUP
    - U.S. Sailing Association -Sailing
    - American Sailing Association (ASA)-Sailing
    - Ohio Boating Education Course (OBEC)-Powerboats
    - Spirit of America
- Require everyone on the water to wear a properly fitted U.S. Coast Guard approved lifejacket. Inherently buoyant and inflatables are acceptable. Only exception: SUP Yoga participants can have an inherently buoyant PFD on their board.
- Require everyone to wear a leash for Stand Up Paddleboarding. Only exception: races, SUP Yoga, and rivers.
- Advise that during certain circumstances classes should be cancelled/postponed. That may include but is not limited to:
  - Thunder and lightning
    - Your group must get off the water immediately for thunder and lightning. Wait at least 30 minutes after see/hear last strike.
  - Wave height (on Lake Erie)
    - Participants' skills should dictate the maximum wave height. For beginners, discontinue teaching when wave height is over 2 feet maximum.
  - Rip Currents (on Lake Erie)
    - Advise students about the dangers of rip currents and what to do if they are caught in one.
  - Water Quality
    - Check <https://ny.water.usgs.gov/maps/nowcast/> for Lake Erie.
- Permits will not be issued at the following location:
  - Hinckley Lake
- To prevent the spread of aquatic nuisance species, please make sure equipment is clean, drained, and dry before using it in another body of water. If equipment isn't completely dry, treat the equipment with a 2% bleach solution.

## Yoga (of any type, including SUP Yoga)

- The lead instructor will be certified (by an industry approved organization) at or above the level they are teaching in the respective discipline, and instructor/participant ratios should be followed.
  - Industry approved certifying organizations include but are not limited to:
    - Yoga Alliance
    - YogaFit
    - Kripalu
- For SUP Yoga, the criteria under Watersports must also be met.