

## MACOMB ORCHARD TRAIL TEMPORARY USE PERMIT GUIDELINES

### Why is a Temporary Use Permit Needed?

The Macomb Orchard Trail is held in public trust. The Trail Commission needs to ensure that the Trail is used properly and is available to the public.

### When is a Temporary Use Permit required?

A Temporary Use Permit is required for any organized activities utilizing the Paint Creek Trail including, but not limited to:

- Walkathons
- Fun Runs
- Cycling competitions
- Running competitions
- Organized trainings
- Commercial use of the Trail
- Ongoing recreation classes or programs utilizing the Trail
- Any event that advertises use of the Trail
- Any event that requires vehicle access on the Trail
- Any event where participation is controlled by donations or fees
- Any activity that is beyond the scope of normal trail use.

### Permit Application Information

1. Arrangements for activities should not be finalized until approval is received from the Macomb Orchard Trail Commission.
2. Applications for Temporary Use Permits must be received by the Trail Commission a **minimum of 60 days** prior to the activity so it can be adequately processed.
3. Insurance requirements need to be met and proof of insurance needs to be received by the Trail Commission a **minimum of 15 days prior to your event**, or your event will be cancelled. Insurance requirements are listed under "Permit Application Process".
4. No activities or events shall interrupt public trail use, and the trail must remain open for public use for the duration of your event.
5. Security and traffic control at road crossings are the responsibility of the permittee.
6. Signage, flyers, and/or other advertising must be approved by the Trail Commission or its designee and shall be placed only in the sign boards provided

by the Commission. Advertising on the trail can start up to two weeks prior to the event, and must be removed within two days of the end of the event. There shall be no signage along the Trail.

7. The Macomb Orchard Trail Commission reserves the right to waive or suspend any requirement for good cause shown.

### **Application Fees**

The Temporary Use Permit Application Fee can be made by cash or check payable to the Macomb Orchard Trail Commission, and must be submitted at the time of application. Fee structure is as follows:

For-Profit and unofficial non-profit organizations /Informal fundraising groups	\$30
Non-Profit Organizations with proof of 501 (c) 3 Status	\$10
Trail Commission member municipality or affiliated government and park agencies	\$0

### **Permit Application Process**

1. Contact John Crumm to ascertain calendar availability for your event at [JCrumm@rcmcweb.org](mailto:JCrumm@rcmcweb.org) or 586-463-8671.
2. Complete the Application. You must provide all required information.
3. Sign and Date your Application
4. Provide a drawing of the event route or provide detail specifics of the route or locations. If tables for registration, water, etc will be placed on Trail Commission property, please provide location information.
5. Insurance requirements:
  - General Liability Insurance Coverage of at least \$1,000,000 each occurrence.
  - General Aggregate: \$1,000,000
  - List as Certificate Holder: **Macomb Orchard Trail Commission**  
**117 S. Groesbeck Highway**  
**Mount Clemens, MI 48043**