

F5419

February 26, 2001

**SUPERINTENDENT'S DIRECTIVE 2001 F-2**

**To: All Employees, Southeast Utah Group**  
**From: Superintendent, Southeast Utah Group**  
**Subject: Fee Collection Procedures**

The following information is a guide intended to prescribe necessary procedures for those employees in the Southeast Utah Group (SEUG) who are involved in the collection of recreation fees.

Fees at the SEUG

Entrance fees are charged at Canyonlands and Arches National Parks and Hovenweep and Natural Bridges National Monument.

Periods during which entrance fees are collected will vary depending on available funds.

Entrance Fees

These are the types of entrance permits sold:

1. National Park Pass - \$50.00 - Good for one year from date of purchase.

This permit entitles a private auto and all of those persons in it to enter the area as often as desired throughout the year without paying any additional entrance fees. It is valid at any Federal area throughout the United States where entrance fees are charged. It is not valid for recreation use (camping or other recreation use) fees.

2. SEUG Local Pass - \$25.00

This permit entitles a private auto and occupants to enter Arches and Canyonlands National Parks and Hovenweep and Natural Bridges National Monuments as often as desired throughout the year without paying any additional entrance fees. It is not valid for recreation use fees.

3. Daily Vehicle Permit - \$10.00 - Arches/Canyonlands National Parks  
Daily Vehicle Permit - \$ 6.00 - Hovenweep/Natural Bridges National Monuments

This permit admits one private auto and those persons in it to enter for seven days. This permit is good only within the park in which sold. This permit is a numbered, printed receipt. It is not valid for recreation use fees.

4. Daily Concessionaire Individual Permit - \$5.00 - Arches/Canyonlands National Parks  
Daily Concessionaire Individual Permit - \$3.00 - Hovenweep/Natural Bridges National  
National Monuments

This permit is \$5.00/3.00 per person (over 16 years of age) for those who enter the area by means other than a private, non-commercial vehicle. This permit is a numbered, printed receipt and is valid for seven days only within the park in which sold. It is not valid for recreation use fees. This applies to authorized concession permit holders only. Non-concessionaires will pay under #5 below. However, if these Concession companies are providing tours on the two-wheel drive, front country roads, the driver will pay a "Daily Commercial Permit" fee based on the vehicle capacity.

5. Daily Commercial Permit - \$25.00 (+\$5.00 ea.), \$40.00 and \$100.00 (Effective 1/1/98)

This permit applies to commercial tours based on the capacity of the vehicle. This applies to NON-CONCESSION PERMIT HOLDERS ONLY. Vehicles with capacity of 1 to 6 passengers pay \$25.00 plus a \$5.00 individual fee, as required, for each passenger; 7 to 25 passengers pay \$40.00; 26 or more passengers pay \$100.00. Additional guidance is found in NPS-22, Recreation Fee Collection.

6. Individual Permit - \$5.00 - Arches/Canyonlands National Parks  
Individual Permit - \$3.00 - Hovenweep/Natural Bridges National Monuments

This permit is \$5.00/\$3.00 per person (over 16 years of age) for those who enter the area by means of motorcycle, bicycle, or walking. This permit is a numbered, printed receipt and is valid for seven days only within the park in which sold. A family should never be charged more than the daily vehicle permit price; i.e., a family of four bicycling into Arches National Park should be charged the vehicle permit price of \$10 instead of an individual permit price of \$5 per person totaling \$20. A family is defined as a husband, wife, and dependent children. This permit is not valid for recreation use fees.

7. Golden Access Passport - Free

This permit is available to U.S. citizens (or those domiciled in the U.S.), regardless of age, who have been medically determined to be blind or permanently disabled and are eligible to receive federal benefits. A signed affidavit is required. Persons are entitled to half price on recreation use fees.

8. Golden Age Passport - \$10.00 (One Time Fee - New in 1994)

This permit is available to U.S. citizens (or those domiciled in the U.S.) 62 years of age or older, upon satisfactory proof of age. It entitles the person in a private auto and those accompanying him free admission to any Federal area charging entrance fees. It also entitles the person to half price on recreation use fees such as camping.

Who is Charged These Fees

**All persons entering Arches and Canyonlands National Parks or Hovenweep and Natural Bridges National Monument during the fee collection season are charged one of the above fees with the following exceptions:**

- 1. Any person who states they are on official business for Federal, state or local government. Usually, these persons will be in official vehicles or will have some means of identification.**

2. Student groups and persons in charge of such groups for educational purposes and sponsored by a bona fide educational institution. Such groups shall produce a fee waiver letter signed by the Superintendent or a representative.
3. Persons 16 years of age and under and holders of Golden Eagle, Golden Age or Access or SEUG Annual Passports and occupants of their private vehicle.
4. Concession operators and tour group leaders.
5. Current employees of Arches and Canyonlands National Parks or Hovenweep and Natural Bridges National Monuments, Canyonlands Natural History Association and Deadhorse Point State Park.
6. Any National Park Service employee with valid identification. This can include a copy of a personnel action, a business card, NPS badge, NPS credit card, government identification card, etc.

#### Fee Waivers

Entrance and user fees may be waived for groups associated with bona fide educational or scientific institutions in compliance with NPS-22. Fee waivers are to be granted only by the park's Superintendent or representative. Requests for waivers should be in written form and applied for in advance, with documentation to satisfy the following criteria:

1. The educational or scientific function of the institution must be recognized by appropriate Federal, state and local government bodies, and
2. The group's visit must relate directly to the educational or scientific purpose of their trip and shall not be primarily for recreational purposes, and
3. The visit must relate directly to the resources of the park.

Verbal requests for waivers should be avoided whenever possible. If a verbal request is unavoidable, the requester and fee collector will complete the attached form SEUG-13 on site. A calculation of the cost of entry will be made, noted in the appropriate space on the form, and paid by the requester. The original of form SEUG-13 will be provided to the requester. The requester then has 30 days to make a formal, written request for a refund, providing the necessary documentation, including submitting form SEUG-13. If the documentation submitted by the requester is received within 30 days and satisfies NPS-22 criteria, as outlined above, a refund will be issued for the entrance fee previously paid.

Educational groups may engage the services of commercial operators to assist with their visit. This will not affect the status of eligibility for a fee waiver; however, it adds to the importance of documenting the educational nature of the visitor. The fee waiver will be issued to the educational institution, not to the commercial operator.

**Campground fee waivers will not be issued where the convenience of the group is the major variable and camping facilities are available. Moab is considered to be an available alternative for the Devils Garden Campground in Arches National Park and the Needles Outpost for Squaw Flat Campground in the Needles District of Canyonlands National Park.**

### Entrance Fee Exemptions or First Amendment Activities

The Native American Relationships Policy (FR 52-183), the National Park Service (NPS) Management Policies (1988:8:9), and Recreation Fee Guidelines, NPS-22 (Chapter 3, page 22), state that Superintendents shall provide reasonable access to Native Americans pursuing such non-recreational activities as traditional, religious, ceremonial or other customary activities. These are considered First Amendment activities. The Management Policies also state that Native Americans "may enter parks for such non-recreational activities without paying an entrance fee." Given these directions, the SEUG will exempt Native Americans from entrance fees who identify themselves and state clearly they are entering the park to perform "traditional, religious, ceremonial or customary activities."

Group access for the purpose of public assemblies and/or meetings requires that a permit from the Superintendent be obtained in advance of the event (36 CFR 2.51). If the public assembly relates to expression of views under the First Amendment, then fees are not charged.

### Exit from Park Without Payment

With use expanding and increased use of entrance stations, some groups are now entering the parks through non-traditional entrances (Potash Road, Beef Basin, Salt Valley, etc.) and exiting past an entrance station where they are required to pay an entrance fee even though they are exiting the park. Some of these groups, especially bicyclists, have arrived at the exit without any funds to be able to pay. Form SEUG-14 (attached) can be used to allow them to exit and to send us a check for the amount, payable to the National Park Service. Upon receipt, the check will be forwarded to the area where the fee would have been collected and the amount entered. The receipt(s) will be attached to the shift report.

### Accountability of Permits and Change Fund

The following permits are prenumbered Accountable Stock and, as such, must be controlled at all levels of the operation.

- Annual \$50.00 National Park Passes
- Annual \$25.00 SEUG Local Passports
- Lifetime \$10.00 Golden Age Passports
- Lifetime Free Golden Access Passports

Maximum care shall be exercised in safeguarding and accounting for accountable permits, tickets and change funds. Since permits can, through sale, be converted to cash, strict accounting and safeguarding similar to that given cash are required. The stock on hand whether at Park Headquarters or at a fee collection station, except that which is on sale at the given time, will be kept in a safe place under lock. The accountability controls will be arranged in such a way that no one person in a park is solely responsible for the receipt, inventory control, and sale of prenumbered permits.

## Personal Accountability

**Complete, strict and recorded accountability will be maintained for accountable stock and monies received from their sale and change funds at all times.**

**The accountability involved is based upon the premise that an employee who handles public money must properly account for such funds or be personally responsible for repayment. Each employee who is assigned fee collecting responsibilities is, by law, made personally accountable to the United States.**

Each individual employee is personally and fully accountable from the time he accepts responsibility for accountable stock and money until its value is passed completely to and accepted by someone else.

### Accountability Records

Form DI-105, Receipt for Property - This form is used for transferring prenumbered accountable permits from one office to another. At each level where permits are transferred from one employee to another, they should be counted and signed for on form DI-105.

Form 10-737, Accountable Stock Record - This form is used to keep a running inventory of accountable permits received and issued. It must be kept current at all times in order to know where and how many accountable permits are on hand.

Form 10-568, Register of Voided Transactions - This form is used to record voided transactions for permits. It is kept with the remit deposit records at the area.

Form 10-572, Golden Access Passport Register - This form is used to record the date issued, passport number, name, signature of the recipient, and initials of the issuing officer for Golden Access cards. Age is not a consideration. Eligible persons must be a U.S. citizen and have a "permanent physical, mental, or sensory impairment that limits one or more major life activities."

If there are any questions about fee procedures, be sure to discuss them with your supervisor.

Alford J. Banta

Enclosures



NATIONAL PARK SERVICE  
Attn: FEE WAIVER OFFICE  
2282 S. West Resource Boulevard  
Moab, Utah 84532

Request for Refund of Entrance Fees

Entrance fees may be waived for groups associated with bona fide educational or scientific institutions in compliance with NPS-22. Fee waivers are to be granted only by the park's superintendent or representative. Requests for waivers should be in written form and applied for in advance, with documentation to satisfy the following criteria:

1. The educational or scientific function of the institution must be recognized by appropriate Federal, state and local government bodies and,
2. The group's visit must relate directly to the educational or scientific purpose of their trip and shall not be primarily for recreational purposes and,
3. The visit must relate directly to the resources of the park.

Because a waiver of fees was not applied for in advance, I understand the total entrance fee must be paid prior to entrance to the park with the possibility of receiving a refund if the above criteria of NPS-22 are satisfied with documentation provided by my group. I agree to send the park an official request on school (or organization) letterhead stating clearly how my group meets the above criteria. I will attach any documents which support my request (trip agenda, course assignments, catalog listings, etc.). This letter, Form SEUG-13, and any documentation will be mailed so it arrives at the above address within 30 days from the date of signature. I realize if I do not send the necessary information within 30 days of signature, I forfeit my right of eligibility and the park will not issue a refund for \$\_\_\_\_\_ (total entrance fee collected).

1. Name and Address of Group:

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

Phone: ( ) \_\_\_\_\_

2. Name and Title of Group Leader: \_\_\_\_\_

3. Number of Students \_\_\_\_\_ Number of Sponsors \_\_\_\_\_

4. Itinerary in Park:

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

5. Educational or Scientific Purpose of Visit:

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

\_\_\_\_\_  
Group Leader Signature

\_\_\_\_\_  
Date

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**Park Representative (Issuing Waiver)**

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**Date**

**(Original to Requester)**

**SEUG-13 (9/98)**

**SOUTHEAST UTAH GROUP  
ARCHES AND CANYONLANDS NATIONAL PARKS  
HOVENWEEP AND NATURAL BRIDGES NATIONAL MONUMENT  
2282 S. West Resource Blvd.  
Moab, UT 84532**

**ENTRANCE FEE PAYMENT AGREEMENT  
(Exit Without Payment)**

In accordance with 36 CFR 2.23(b) Entering a designated entrance fee area without paying the required fees and possessing the applicable permit is prohibited. It is NPS policy that fees be collected for use of the national parks and that fees may be collected at suitable locations upon entry or exit. Fees are waived only for bona fide educational or scientific groups which have applied in writing prior to the trip.

If you are unable to pay at this time, please complete the following and follow the directions for payment.

Park Visited (**please circle one**): ARCHES - CANY - ISKY / NEED - HOVENWEEP - NABR

Date: \_\_\_\_\_ VUA on duty: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Social Security #: \_\_\_\_\_ Driver's License #/State: \_\_\_\_\_

Amount of Entrance Fee: \$ \_\_\_\_\_

I hereby affirm that I understand the following conditions for payment of my entrance fees, and will comply as requested.

\_\_\_\_\_  
Visitor Signature

\_\_\_\_\_  
Date

Upper Half - HQ Copy

SEUG-14 (9/98)

**VISITOR'S COPY**

**Return this form, with payment, in the provided addressed envelope.**

**ENTRANCE FEES PAYMENT AGREEMENT  
(Exit Without Payment)**

Name: \_\_\_\_\_

Amount of Entrance Fee: \$ \_\_\_\_\_

You are required to send a money order, cashier's check, or a personal check (no cash) for the amount owed made out to the "National Park Service". Submit it in the provided addressed envelope and mail within 21 days. If your payment is not received within 21 days, you will be issued a citation for failure to pay the required fee.

SEUG-14 (9/98)