

Welcome to the Marin County Open Space District (MCOSD). MCOSD lands are protected to preserve natural and functional ecosystems and landscapes as examples of Marin's unique environmental heritage. Please help us protect these Open Space Preserves by observing all District regulations, including the following conditions and any additional Special Use Permit Conditions specific to your proposed use:

1. Special Use Permits are required for (including but not limited to) all scientific or educational classes, scientific or educational collecting, photography, filming, commercial activities, school or club athletic practice, advertised events, and for all activities having a group size of 15 or more persons. Permit applications may be obtained by calling the District field office at **415-473-7608** or **415-473-2816**. Completed applications should be *received* by the Marin County Parks Department at least ten business days prior to the event. Submitting an application does not guarantee approval of that application. Incomplete applications will be returned.

(MCOSD Code Sections 02.01.050, 02.02.040, 02.02.070, and 02.02.170)

2. Special Use Permits are not transferrable and may be revoked and/or citations may be issued for failure to comply with any provision of the permit or applicable MCOSD regulations. Permits must be carried while on MCOSD lands and shown upon request to MCOSD personnel or otherwise displayed as directed.

(MCOSD Code Section 02.01.050)

3. The MCOSD charges a \$30 processing fee for Special Use Permits, payable by cash, credit card or check. There are separate established fees for Commercial filming and still photography. Full payment of fee(s) must be received prior to issuance of a permit and within five (5) business days of the event. Fees for approved permits are not refundable.
4. At the MCOSD's discretion, some proposed uses will be required to provide proof of Commercial General Liability insurance (one million dollar minimum with a two million dollar general aggregate) prior to issuance of a Special Use Permit. The County of Marin, Marin County Open Space District, their officers, officials, employees, and volunteers are to be covered as additional insureds on the policy with respect to liability arising out of the use. The District reserves the right to modify these requirements based on the nature of the risk, prior use, or other special circumstances.
5. All appropriate federal, state, local, and adjacent property owners' permits and/or written permission must be acquired before a permit can be issued. These must be kept current for the duration of the project or the MCOSD permit will be invalid. Submit copies of all required permits and any updates to MCOSD.
6. Any damage to MCOSD property must be repaired. MCOSD will assess any potential damage and shall charge it to the permit holder of record via invoice of damages from MCOSD. Permit holder shall then have five business days of the receipt of the invoice for damages to pay all costs and fees in full.
7. Issuance of a Special Use Permit does not convey rights for exclusive use of a preserve or an area within a preserve. Special uses must be carried out in a manner that minimizes impacts to other visitor's use of MCOSD lands.

8. It is the permittee's responsibility to know and comply with MCOSD Code while using MCOSD lands. MCOSD Code can be found here: <https://library.municode.com>
9. Smoking is not permitted on MCOSD lands.
10. Items which produce an open flame, including but not limited to barbecues, camp stoves, lanterns, and candles are not permitted on MCOSD lands.
11. Amplified sound is not permitted on MCOSD lands.
12. No marking of MCOSD lands with chalk, ink, flour, paint or similar materials.
13. All materials brought onto MCOSD lands for event purposes must be removed at the end of the event (same day).
14. Permittee may be required to post "Notice of Special Event" to inform other users of the activity. All notices must be removed by permittee at the end of the event (same day).
15. Do not disturb wildlife. Special uses must be carried out in a manner that minimizes impacts to natural resources.
16. Do not remove natural objects (including antlers, plants, etc.) from MCOSD lands unless explicitly authorized to do so pursuant to a Special Use Research Permit granted by MCOSD. Authorization shall be limited to the permit holder of record and those groups and/or individuals specifically named in the permit.
17. All measures must be taken to prevent the spread of disease and non-native, invasive plants including properly cleaning soil and plant material from all equipment, clothing, and shoes before entering and after leaving a preserve. Seeds and soil shall not be transported into MCOSD lands.
18. Practice "Leave No Trace" principles, including but not limited to picking up all trash and disposing of it properly and not leaving water containers and/or food unattended.
19. Additional restrictions and/or limitations may apply in areas with sensitive resources or during times of sensitive life cycle activities.
20. Group size at the Roy's Redwoods Open Space Preserve is limited to a maximum of 35 persons *per day*. Maximum group size may be restricted at other open space preserves. Other restrictions may apply.
21. There are no restrooms on MCOSD lands. Permittee may be required to furnish portable restroom facilities.
22. **MCOSD permits are suspended during periods of high fire danger (Red Flag Days).** During fire season, hazard information is available by calling the Marin County Fire Department Fire Information Hotline: **415-473-7191** and on the Marin County Fire Department website: <https://www.marincounty.org/depts/fr>
23. **MCOSD permits are suspended during periods of unhealthy air quality (Air Quality Index of 151 or greater) based on the Bay Area Air Quality Management District Air Quality Index.** Visit the Bay Area Air Quality Management District website for air quality information: <http://www.baaqmd.gov/about-air-quality/current-air-quality>