

Guidelines for Third-Party Use of Institutional Camps

As per the Institutional Camp Policy 50.10, written approval from the Parks authorizing third party use of the land and improvements must be in place prior to such use occurring.

The Institutional Camp Lessee must submit an “**Application for Third-Party Use of Institutional Camp Lease**” to the Park Manager for consideration/evaluation prior to any use occurring by any other party not named on the Institutional Lease.

Third-party use must be charitable, religious or educational. Some examples of use that would be considered are:

- Outdoor education group.
- Church retreat camp for religious programming.
- Service group programming (ie Girl Guides, Boy Scouts).
- School Groups for Educational Programming.

Activities that are considered to detract from a park setting, will not be permitted. Activities should not conflict with commercial facilities/services offered in the park. All third-party applicants will operate under the same conditions, clauses, rules, Acts and Regulations as the Institutional Camp Lessees. Liability Insurance in the amount of \$2,000,000 is required by all third-party applicants and must be attached to the application. The application must be completed in full – incomplete forms will be returned.

The following information is required:

- A written description of the intended use.
- Contact information for third-party applicant.
- Start date and completion date of the activities.
- A description of utilities required - i.e., water, sewer, electrical systems, natural gas, phone lines, etc.
- Prior to the event, proof of adequate insurance coverage (must be included with the application).
- Prior to the event, copy of agreement between Lessee and third-party.

The Park Manager will evaluate the application and provide a decision to the lessee. If approved, a permit will be issued by the park.

Timing

To avoid any delays, fully completed applications should be sent to the Park Manager well in advance of the event to obtain ministry approval.

Application for Third-Party Use of Institutional Camps in Saskatchewan Provincial Parks

For further information please refer to the "Guidelines for Third-Party Use of Institutional Camps" document.

Lessee Information

Institutional Camp Name: _____

Address: _____
Mailing Address

Town/City

Province

Postal Code

Phone: _____ Email: _____

Contact Person: _____

Phone: _____ Email: _____

Check all that apply:

- Lessee has discussed with the third-party applicant that leased area is only to be used for educational, charitable or religious purposes.
- Terms and conditions of the Institutional Lease have been discussed with the third-party applicant and both parties are in agreement.

Third Party Information

Applicant Name _____

Address: _____
Mailing Address

Town/City

Province

Postal Code

Phone: _____ Email: _____

Contact Person: _____

Phone: _____ Email: _____

Details of Intended Use

Prior discussions with operators of neighboring businesses or residents can help establish a successful relation and prevent conflict.

1. Provide a clear description of the intended use.

2. Could the intended use conflict with or compete with any businesses, activities or any other concerned parties? If yes, please identify.

3. Please provide the intended operating dates. (Example: May 16, 2025, to June 1, 2025)

From: _____ To: _____

4. Please ensure that the 3rd party applicant has been advised of appropriate waste management plans. Please indicate the details for the disposal of solid and liquid waste.

Please indicate which, if any, of the following services the third-party will require.

- | | | |
|-------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Water | <input type="checkbox"/> Power | <input type="checkbox"/> Telephone |
| <input type="checkbox"/> Wastewater | <input type="checkbox"/> Natural Gas | |

Application Requirements

Please include with your application

- Proof of Liability Insurance
- Conflict of Interest form, if 3rd Party applicant is employed by Ministry of Parks, Culture and Sport.

Disclaimer and Signature

Completion of this form is a REQUEST by a third-party applicant for use of an Institutional Camp on Provincial Park Land and does not authorize the use by the third-party applicant until such time the Ministry of Parks, Culture and Sport reviews the request and advises of the decision upon completion of the review. Anything placed on the land by the third-party applicant without approval may require removal.

- *Fee for use is \$25 per day.*
- *Third party applicant agrees to operate in accordance with all conditions of the Institutional Lease and the Institutional Camp Policy.*
- *Lessee will be responsible for any nuisance complaints, damage, destruction, or clean-up resulting from third-party use.*

I/We declare the above statements are true and made for the purpose of requesting approval for third party applicant to use an Institutional Camp on Provincial Park land. I/We have read and understand the important information stated above and are prepared to comply with all terms and conditions of the disposition which may be issued.

Lessee

Date

Third-Party Applicant

Date