

**SPECIAL RECREATION PERMIT  
POST USE SUMMARY REPORT  
For Competitive Events**

Permit Number \_\_\_\_\_  
Company Name \_\_\_\_\_

Permit Area \_\_\_\_\_  
Reporting period \_\_\_\_\_ to \_\_\_\_\_

**1. Total User Days:**

To determine the total user days, add the user days indicated on the Trip Logs for all day trips and overnight trips.

- a) Participant, Total User Days..... \_\_\_\_\_
- b) Staff, Total User Days..... \_\_\_\_\_
- c) Total User Days [Sum of Lines 1a) + 1b)]..... \_\_\_\_\_

**2. Permit Fee Calculation**

- a) Total Receipts.....\$ \_\_\_\_\_
- b) Total Participants .....\$ \_\_\_\_\_
- c) Permit Fee Rate (\$5 per participant or 3% of Total Receipts, whichever is greater)..... x
- d) Actual Use Fee [Multiply Line 2b) x Line 2c), enter result here]..... \$ \_\_\_\_\_
- e) Credit from Previous Payments (preseason payment).....\$ (-) \_\_\_\_\_
- f) Subtract Credit from Actual Use Fee [Line 2c)- Line 2d)]..... \$ \_\_\_\_\_
- g) **BALANCE DUE**, If Line 2e is MORE than zero, that is your permit fee balance due.....\$ \_\_\_\_\_

**Please submit payment in full for the Balance Due with your post use report.**

- h) **CREDIT DUE**, If Line 2e) is LESS than zero, that is the amount you overpaid.....\$ \_\_\_\_\_  
**Overpayment will be credited towards next year's permit fee unless a refund is requested in writing; a request for refund may be included with the Post Use Report in the space for comments below. If your actual use fee is less than the minimum annual fee of \$100, only the amount paid over \$100 will be credited.**

3. Please describe all accidents or injuries which occurred during the season (date, location, actions taken).

4. Please describe any management problems associated with your permit, the use of public land or related issues you feel need management attention.

5. Other Comments:

Permittee's Signature \_\_\_\_\_

Date \_\_\_\_\_

Permittee's Name \_\_\_\_\_

Phone \_\_\_\_\_