

How to Request Use of TVA Reservoir Land for a Special Use or Special Event

TVA's Special Use License (SUL) authorizes short-term special uses or special events on TVA reservoir land when the applicant does not otherwise have rights to use or occupy the property for the specific purpose.

A SUL is required when the activities planned on TVA land exceed those which all members of the general public are allowed to carry out without obtaining TVA's advanced written permission. These activities include but may not be limited to placement of weigh-in facilities, banners, bleachers, displays, electrical service, water service, and/or signs, and/or when additional TVA land is needed as a lay-down area, staging area, or for vehicle parking. In addition to events to be held on TVA property, a SUL would also be required if temporary and non-customary access is needed across TVA reservoir land.

Note: The use of TVA boat ramps for the launching and loading of boats is a use TVA allows the general public to perform. A SUL may not be required if the request is for the use of a TVA boat ramp for a fishing tournament and the use is only for the launching and loading of boats.

What's New:

- Information added to www.tva.gov regarding requirements for applications for requesting special uses and special events on TVA land.
- TVA has received waivers from the State of Tennessee and State of Alabama under the Randolph-Sheppard Act to allow vending on TVA property during special events. Expansion of this waiver in other states is being considered.
- An Event Plan will be required as part of a complete application for special uses and special events on TVA property with intent to identify site preparation, post-event cleanup, traffic control, and safety for the event.
- Signage for the event should be posted to notify the public. Ideally the signage would be posted at the site 2 weeks before the event.
- The fees for a SUL beginning October 1, 2018, are:
 - \$500 application fee for events less than 1,500 people.
 - \$1,500 application fee for events anticipating 1,500 or more people.
 - A damage deposit for large events and/or vendor use. (See additional information below.)

Application Information

- Land-Use Application Form (see Q&A below for contact information)
- Example Event Plan (including site plan - see example below)

A Land Use Application, including a complete Event Plan, should be submitted at least 45 days before the event date. If the event is anticipated to draw more than 1,500 attendees or if vending is requested, the application should be submitted at least 120 days before the event

date. TVA cannot guarantee a review of applications submitted less than 45 days ahead of the event date.

License Conditions and Restrictions

- There will be no exclusive use of the TVA land. This restriction may be waived for events demonstrating, in TVA's sole discretion, extenuating circumstances.
- Firearms, alcohol, and illegal substances are prohibited on TVA dam reservations.
- Charging of any admission fee is not permitted and will be strictly enforced.
- By signing and submitting the Land Use application, the applicant agrees to comply with terms of the Civil Rights Act of 1964 and Rehabilitation Act of 1973. Further information on this compliance will be made part of the SUL agreement.
- TVA requires the applicant to acquire a minimum of \$1,000,000 in General Liability Insurance, as determined in the application review process, and to indemnify and hold harmless TVA and the USA. The applicant/licensee, whether it is an individual person or legal entity should also be the same name referenced on the insurance.
- TVA will complete all appropriate reviews and approvals including environmental and programmatic reviews as part of the Special Use License application review process.

Damage Deposit Calculation

Damage deposit requirements are at TVA's sole discretion; however, will include consideration for the below criteria or where previous licensees left premises in poor condition during previous events. If applicable, damage deposits are refundable upon review/confirmation that damages did not occur. The maximum damage deposit for any event is \$2,500.

Event estimating 1,500 attendees or greater	\$2,500
3 to 5 vendors	minimum of \$500
6 to 10 vendors	minimum of \$1,000
More than 10 vendors	minimum of \$2,000

Required Components of Event Plans

[Example Event Plan](#)

The Event Plan should provide date(s) of event including a specific description of time required for set-up and tear-down and include a map and layout of event components. The following components of the event should be addressed:

- 1) Restroom Plan - A restroom facility is required for every 70 anticipated event attendees. Five percent of the restroom facilities are required to meet ADA standards. In addition to

any onsite restroom facilities, additional temporary restroom facilities may be needed and should be included as part of the event plan.

- 2) Trash and Litter Control Plan - Site will be restored to its original condition upon the completion of the event. All waste generated by the event will be removed from the site. As needed, the applicant will bring additional trash dumpsters on site for waste removal and note their layout on the map. Any damage noted will warrant forfeiture of all or a portion of the damage deposit.
- 3) Traffic Control and Safety Plan - Outlines measures to be used during the event including number of personnel to be used for these efforts during the event; including sources for acquiring these personnel (e.g., county sheriff's department). For traffic control, an event plan shall include at least 1 uniformed police officer or fire/rescue personnel for every 1,000 people expected to be on site during the event. Uniformed police officers can provide a safety and security function in addition to the traffic control function.
- 4) Marketing Plan - Information and examples of any promotional or marketing efforts related to the event.
- 5) Vendor Plan, if applicable - Provide anticipated number of vendors and type of vending (e.g., food, merchandise, or display/sales). The applicant is responsible for complying with all applicable state and local permits or approvals.
- 6) Additional information related to the Event Plan may be requested by TVA personnel during the review process. The applicant should respond within seven (7) working days to any request with any additional requested information. Failure to respond in a timely manner may delay a response to the application request.

Vendors

TVA has received waivers from the State of Tennessee and State of Alabama under the Randolph-Sheppard Act to allow vending on TVA property during special events.

Applications for a SUL involving vending as part of the event plan outside of this scope and these states will require coordination with the appropriate State's Randolph-Sheppard Act compliance office.

Questions and Answers

I'm ready to apply; how do I contact TVA?

- Contact TVA's Public Land Information Center at 1-800-882-5263 or plic@tva.gov or visit us on the web at [Public Lands Information Center](#).

Can TVA tell me when a particular site is available for a special event?

- Yes, contact TVA's Public Land Information Center at 1-800-882-5263 or plic@tva.gov in order to be put in touch with one of our Recreation Specialists. You can also visit us on the web at [Public Lands Information Center](#) to request the information.

I've previously held an event at a TVA dam reservation; do I still need to apply?

- Yes, an application is needed for each special event requested on TVA land.

I already have an easement or lease with TVA and want to add a new facility or amenity to my agreement with TVA. What do I need to do?

- A different agreement type may be needed in this situation. Please contact the TVA's Public Land Information Center at 1-800-882-5263 or plic@tva.gov or visit us on the web at [Public Lands Information Center](#).

Once my event is completed, how soon will I receive my damage deposit back?

- If the deposit was made by Electronic Fund Transfer (EFT) the damage deposit will be returned within 30 days after the post-event site evaluation, if there are no outstanding damages.

Can I be part of the post-event site evaluation?

- Applicants are invited to take part in the post-event site evaluation to ensure that site is returned to the original condition to help ensure the full damage deposit is returned to the applicant.

What happens to my deposit if TVA has to make repairs to the premises after the event?

- If damages are identified by TVA after the Event, the Licensee will be responsible for restoring the site within forty-eight (48) hours of notification in writing from TVA. Should the Licensee fail to restore the Licensed Premises to its original condition and to make any repairs or replacements required by this section, TVA may make such repairs or replacements, and in that event, the Licensee shall reimburse TVA the full cost thereof within thirty (30) days after notice of payment therefor.