

Some activities on Open Space Authority's (OSA) open space preserves require a use permit. The following information identifies activities requiring a permit, explains why such permits are necessary, and describes the permit process.

When do you need a Permit?

1. A group activity on OSA land requires a permit for any activity or event which:
 - a. is advertised or noticed in any publication, poster, electronic posting or flyer; OR
 - b. requests or requires a fee be paid for participation; OR
 - c. may be attended by twenty-five (25) or more people.
2. Permits are required for activities on OSA land including, but not limited to, those listed below:
 - a. After-Hours Astronomy
 - b. Educational Field Trips
 - c. Fieldwork and Research
 - d. Filming and Photography
 - e. Running/exercise groups
 - f. Scattering of cremains
 - g. Private parties
3. Prohibited activities – no permit will be issued
 - a. Events with open flame
 - b. Parties with large tents (i.e. gala events)
 - c. Extreme Sports Events (i.e. obstacle races)
 - d. Other activities that upon review are determined to endanger or negatively impact the public, OSA staff, volunteers, wildlife, or natural resources.

How do I get a permit?

- All permit applicants should allow a minimum of 30 days for permit processing.
- Email us a request inquiry and OSA staff will contact you within 2 business days.
- If your event is requiring a permit OSA staff will send you the **Permit For Use** form.
- A Permit processing fee of \$250 is required for most permits. No fees are assessed for scientific or academic permits. The processing fee is non-refundable.
- Permit applicants will be required to submit insurance certificate co-naming Santa Clara Valley Open Space Authority for at least \$1,000,000 of liability insurance coverage for the requested date(s) of activity.
- After all information is received and reviewed you will be notified of your permit approval and receive a copy of the permit. You will also be notified of any requests, special access or safety information.
- Please know that OSA may request results of any research conducted on OSA preserves.