

## TITLE 2300 - RECREATION MANAGEMENT

2332.41 - Conditions of Occupancy and UsePublic Recreation Cabins - Administrative Use

Administrative use for the purpose of this supplement is defined as internal Forest Service use or external agency use which is allowed free of charge to accomplish official business.

Procedures for Issuing Administrative Permits

1. Districts will determine seasons of high recreation use for each cabin. A list of the high use seasons will be maintained in District files and updated annually to reflect changes in the patterns of recreation use.
2. Reservations may be made up to 6 months in advance, but will not be confirmed more than 7 days in advance of the intended use period for any administrative use. Requests from the public for use of a cabin received prior to confirmation will be accepted and the administrative use reservation withdrawn. The administrative user will be notified their use has been preempted as soon as this situation occurs.
3. Administrative use of recreation cabins is allowed for a 3-night period only during seasons of high recreation use. Administrative use at other times will be consistent with regular recreational use limits: currently, 7 days April 1 through October 31; 10 days November 1 through March 31.
4. Administrative use of recreation cabins beyond the 3-, 7-, or 10-day limit is allowed on a day-by-day check-in basis. Extension of use is subject to public requests for a cabin received by the District before 12:00 noon of the night desired for use. It is the responsibility of the administrative user to verify that each additional day desired for use has been approved by the District.
5. A letter to permit occupancy for the requested use period will be prepared for external agencies. A copy will be maintained in District files and amended as appropriate.