

East Fork Mink Creek Nordic Center Event Guidelines

East Fork Mink Creek Nordic Center (EFMCNC) is operated by the City of Pocatello Outdoor Recreation Division (ORD) on United States Forest Service (USFS) land. ORD grants initial approval for an event through an application. Events MAY also require organizers get additional approval from the USFS by completing a Recreation Event or Non-Commercial Permit. This is dependent upon the scope of the event. Fees may be required for the event from either or both City and USFS.

The ORD and USFS reserves the right to not approve any event for a variety of reasons such as conflicting ORD programmatic use, other conflicting events, environmental conditions (rain/mud season), access (road access to the area is closed Nov. 15 – May 15), use that is not compatible with other uses, etc.

Parameters below are set forth by ORD. If your event requires a USFS event permit as well, there will be additional parameters.

Non-Exclusive Use: Obtaining a permit does not grant exclusive use of the facility and/or area. During the summer months, the facility is always open to use for disc golfers, runners, hikers, etc. and in the winter, it is heavily trafficked by skiers and snowshoers. Motorized use is also permitted on one trail, so events may be impacted by that.

Yurt Use: The yurt may be additionally rented by an event organizer during the winter months for exclusive use, but only between the hours of 5PM-8AM. The yurt is open to the public from 8AM-5PM. No exclusive use is granted during those hours. During the summer, the yurt is not available for exclusive use, it is always open to the public.

Event Infrastructure:

- Event organizers must carry in all equipment unless granted additional permission by ORD to gain access through the locked gate. Access requires ORD staffing at an additional charge.
- Event organizers must have a backup for muddy conditions. Events may be canceled, depending on impact, during muddy times.
- Event organizers may not dig into the ground to install infrastructure.
- All infrastructure must be moved in and moved out during your permitted event window.
- Excessively amplified sound is not congruent with other passive recreation at EFMCNC. Slightly amplified sound such as a race announcer or music for race start/finish, wedding is acceptable.
- Fires are only permitted in the fire ring when there is not a fire ban in effect. Event organizers are responsible for staying up to date on fire bans.

Trash/Prohibited Items/Cleanup

- Organizers should provide trash bags and additional trash cans for their event.
- Organizers are responsible for removing all trash at the end of their event and disposing of it offsite.
- Confetti/rice/seed (or like materials) throwing prohibited.
- Balloon/lantern releases are prohibited.
- All décor, even if made of natural materials (such as dried flowers), must be removed after the event.
- All signage and course markings must be removed after the event.

Toilets & Water

- There is no water onsite. Organizer should plan to provide water for their guests.
- There are 3 non-flush, vault toilets on site. Organizers should plan to provide extra toilet paper and hand sanitizer for their guests.

Parking

- Parking is not permitted behind the gate at EFMCNC (red line below).

- Parking is limited to approximately ___ cars (yellow area). There is limited additional parking just down the road (orange area down road 524). Parking is permitted at some pullouts along East Fork Mink Creek Road (road 001). Organizers should provide shuttles from different parking locations if necessary.
- Cars parked along the roads must be fully out of the path of travel and not inhibit passage of large emergency vehicles.
- If event will exceed parking capacity, please plan to shuttle participants.



Camping

Camping is not permitted. The closest public camping areas are listed below and must be reserved in advance. There are also a handful of privately operated campgrounds in and around Pocatello.

- Mink Creek Group Site - <https://www.recreation.gov/camping/campgrounds/233966>
- Scout Mountain Campground - <https://www.fs.usda.gov/recarea/ctnf/recarea/?recid=54585>
- Dispersed camping is available. Contact the Westside Ranger District for more information.

Alcohol

The City requires a beer/wine application and fee for any events where alcohol is being consumed. Event organizers should submit the alcohol event application after first talking with ORD.

<https://pocatello.seamlessdocs.com/f/PRbeerwine>

USFS requires an additional alcohol permit for commercial events.

Commercial events will require additional staffing as required by law.

Other Vendors

Additional permits may be required for both commercial and non-commercial events. See USFS permit guidelines.

Additional Staffing: Depending on the size and scope of the event, you may be required to have ORD staff present for facility/site management.

ORD Event Application

Please complete this permit at least 60 days prior to your event at the link on the website. You are encouraged to submit it more than 60 days in advance. Event application link - <https://pocatello.seamlessdocs.com/f/PRnordicevent>

ORD Event Fees

Nordic Center Disc Golf Course Fee: \$300

Nordic Center Fee (non-sheltered): \$75

Nordic Center Yurt Fee (5PM-8AM only): \$50 (Sun-Thurs nights), \$75 (Fri & Sat nights)

Alcohol Permit: \$50

Additional Staffing Fee: \$15/staff/hour (4-hour minimum)

Payment required when reservation is complete.

USFS Permit and Fees

After gaining initial approval from ORD, you may be directed to obtain additional approval from USFS. Typically the following events require USFS approval:

- A Recreation Event Permit where an entry or participation fee is charge, or where the primary purpose is the sale of a good or service, in either case, regardless of whether the use or activity is intended to produce a profit.
- Any event with 75+ people where no entry fee is charged may require a Non-Commercial Group Permit ORD initial approval does not guarantee USFS approval.

USFS has their own payment schedule.

ORD and USFS reserve the right to cancel or shutdown an event at any time.

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