Special Event System - Boating Events

Link to Special Events System to apply for boating special events.

Please reference the information below: Obtaining a Boating Special Event Authorization and Guidelines sections to familiarize you with the look and feel of the online boating application system.

A $25.00 administrative fee will be charged for all boating special events. The fee will partially offset the costs incurred to administer the boating program, including development and maintenance of the online application and payment system. This website system will be the only method to apply for and get approval for boating special events. All events will be listed on the DNR's webpage.

Per Iowa Code Section 462A.16 (2009) if a permit has been obtained from an authorized agency having jurisdiction of the water which is the location where the event is being conducted, an additional state special events permit is not required. Examples would include, but not limited to, U.S. Army Corp of Engineers and/or U.S Coast Guard permits.

Obtaining Boating Special Event Authorization

Authorization by the Department of Natural Resources is required to hold a regatta, motorboat or other boat races, marine parades, tournaments or exhibitions on any waters of the State

Separate authorization is needed for each boating event. To access the Special Events system, go to https://programs.iowadnr.gov/specialevents/ and complete the Boating event application form.

Applications for boating events will be accepted via the online application system. **Authorizations are not transferable.** Applications must be received by the local Conservation Officer or local Park Staff at least **30 days** prior to the proposed event.

The authorization letter must be in possession of the sponsor or their representative and be available at the event site for Department Staff during event hours.

Guidelines

Approval of any boating event application is at the discretion of the DNR staff. The DNR may impose special conditions not specifically covered herein for any boating event if deemed necessary to protect the resource or to assure public safety. Special conditions may include, but are not limited to:

- Navigation shall be open to all traffic during the event
- Electric trolling motors only shall be permitted
- All speed and distance regulations shall apply to the race
- Shotgun or racing-type starts shall not be permitted
- Chains or tire studs shall not be used on the vehicles entering on the ice
- Alcoholic beverages (beer included) shall not be permitted to be consumed during any parts of the event
- The sponsoring organization must remove all litter from the land and ice at the end of each day's event

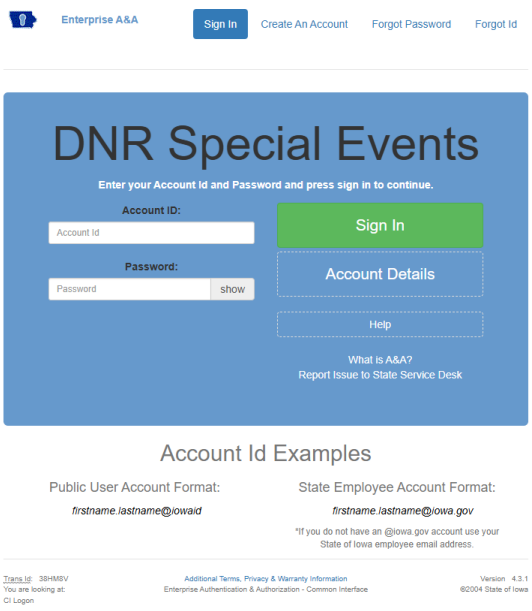
The number of boating events at any one access area during a given day may be restricted if deemed necessary to avoid congestion with the public or competing events.

Preparing to Use the New System

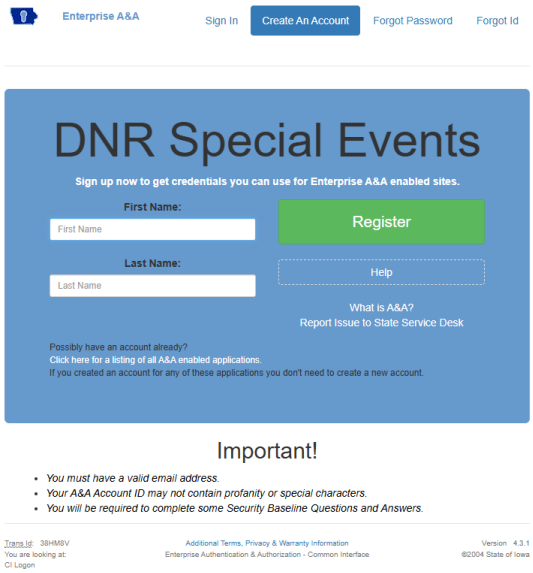
Creating a User ID and Logging In

To access the new system, you will need to create an ID with the State of Iowa's online database system. If you have an ID for school closings or the fishing report system, that one will work. If not, use the Login link in the upper righthand corner of the DNR Special Events system.

Here is what the log in screen looks like:



To create an account, click on the second tab, and this page will appear:



The system will require you to confirm the account details, and provide a valid email address:

This email address will be sent a link and a code to complete the account registration process.

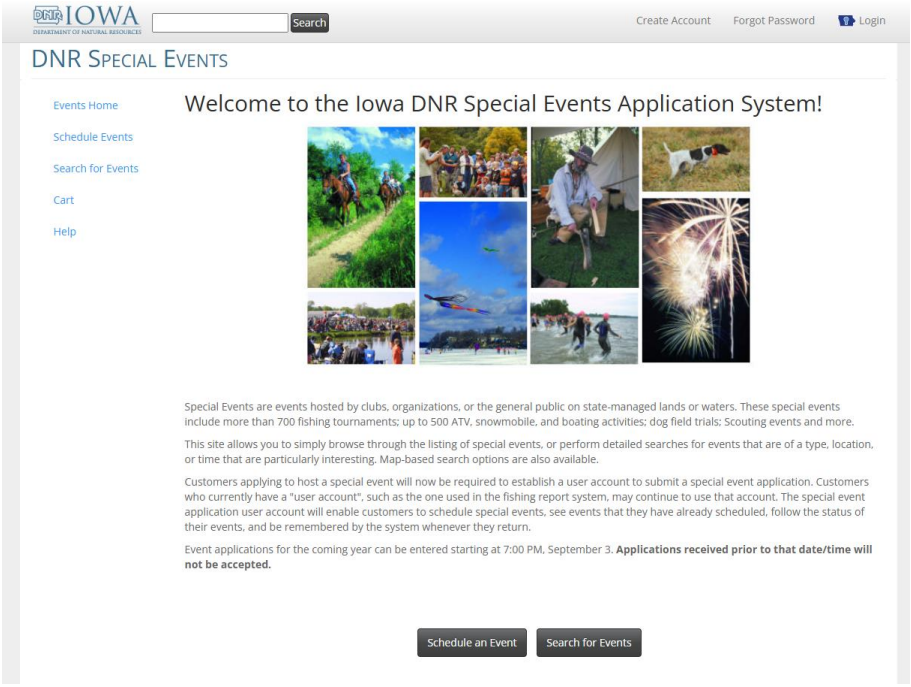
After receiving the email and clicking the link, you will be directed to the account baseline page which consists of questions that you provide answers to. This will aid in recovering your password if you ever lose or forget it:

The last step in account set-up is creating a password. Below is a simplified set of directions for creating your password. Passwords must be:

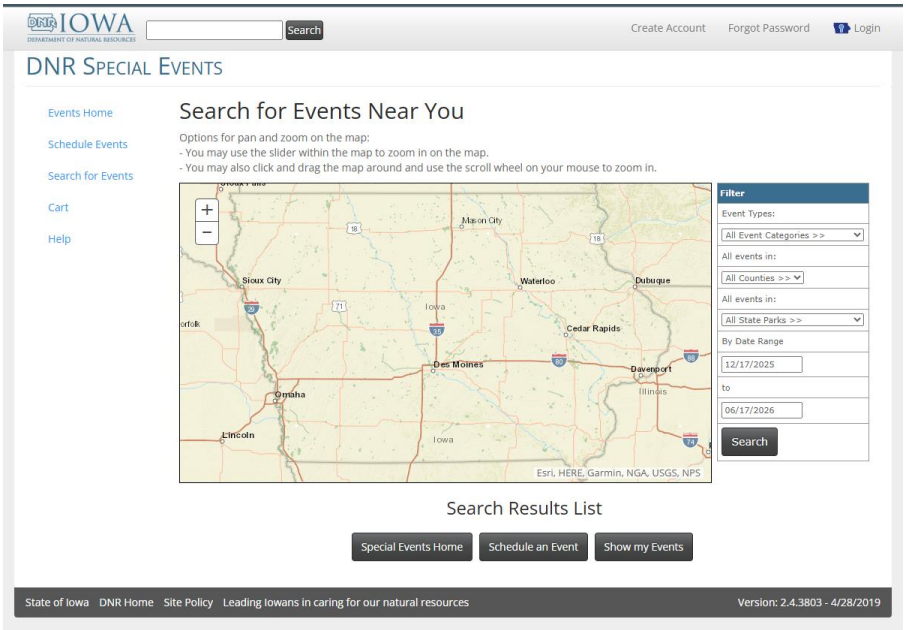
- At least 8 characters long (alphanumeric)
- Include at least one special character (e.g. !, @, #, $, %, ^, &, *, etc.)
- A mix of uppercase and lowercase letters
- You may not use pieces of your name or email address in your password

After you have created a username and password, you will be ready to access the Special Events/Boating system.

Conducting a Search in the new System
Start at the Special Events home page.



Click on Search for Events.

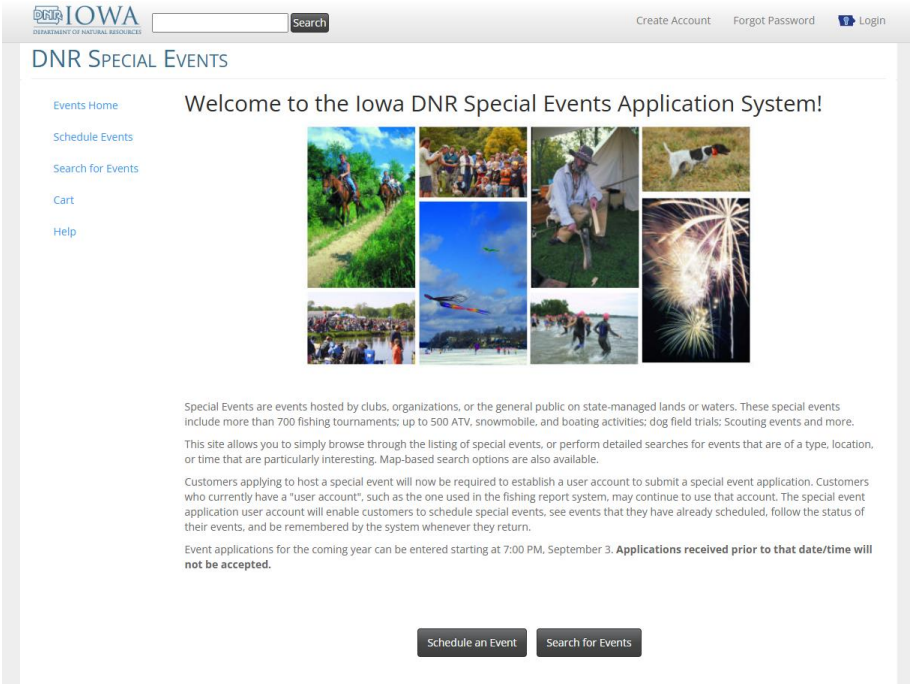


Select any of the following Search Criteria (Event Type, Events for a certain month, between a date range) and click on Search. Or, you may click within the map and use the scroll bar to narrow your search geographically. The mouse scroll wheel will also zoom in on the map and narrow your search results.

The events matching your search criteria will be displayed as Push Pins (Thumb Tacks) on the Map and in the table listed below the map.

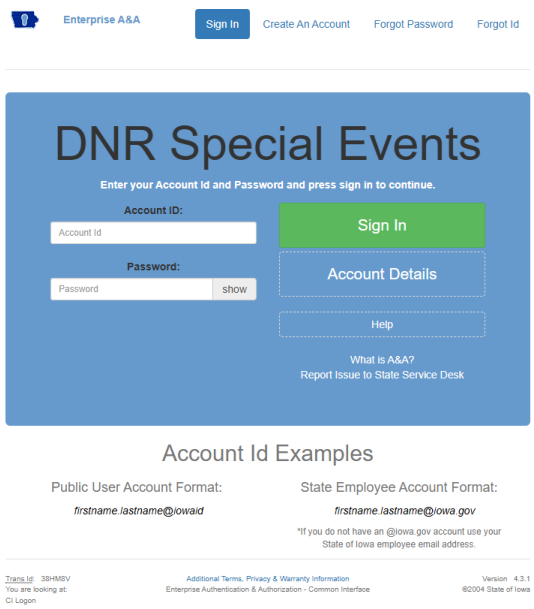
You may click on an event name to view more information about the event.

Submitting an application in the new System
Start at the Special Events home page.

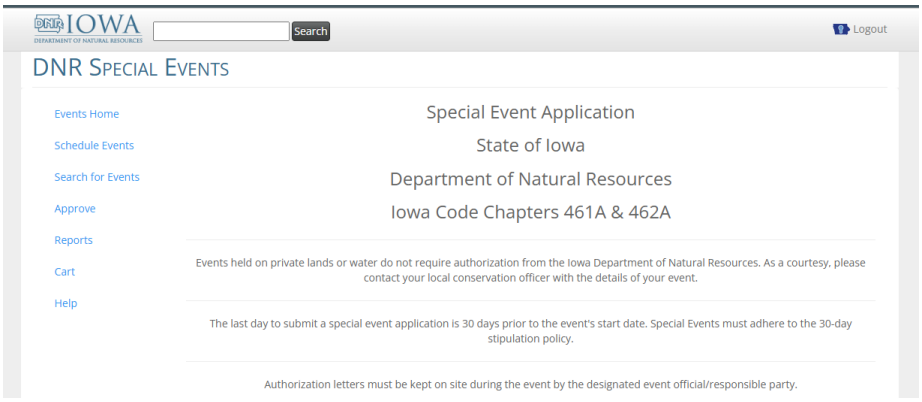


Click on Schedule an Event.

If you have not already logged in, you will be redirected to the State of Iowa's Access and Authorization (A&A) system to login. You may login with your A&A credentials, which was explained in the "Creating a user ID and Logging In" section above. If this is your first time logging in, you will need to create a profile.



Once you've logged in you will be redirected to the Schedule an Event page



Select an Event Type from the Drop-Down List Box.

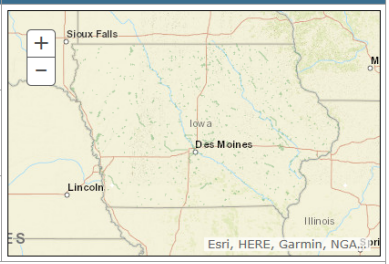
The application will automatically take you to the Application Form. Fill out the application form with your information. Required fields are denoted with a red asterisk (*).

Boating

Please fill out the following Sponsoring Organization information. A sponsoring organization can be an individual. The Organization name, primary phone and email address will be published on DNR's web site for calendar events open to the public.	
*Organization Sponsor	
*Address	
*City	
*State	
*Zip	
*Primary Phone	(000) 000-0000 (555) 123-1234
Alternate Phone	(000) 000-0000 (555) 123-1234
Fax	(000) 000-0000 (555) 123-1234
*Email	abc@provider.ext
Web Page	
Please fill out the following designated event official/responsible party information. This person must have all event-required authorizations on site.	
*First Name	
M.I.	
*Last Name	
*Address	
*City	
*State	
*Zip	
*Primary Phone	(000) 000-0000 (555) 123-1234
Alternate Phone	(000) 000-0000 (555) 123-1234
Fax	(000) 000-0000 (555) 123-1234
*Email	abc@provider.ext

Where will the event be held? If over a wide area, indicate the starting point or main event area.

Text Selection	**OR**	**Map Selection: You may click and drag the map around and use the scroll wheel on your mouse to zoom in.**
*County	Adair	
State Parks & Forests	Select State Park or Forest>>	
*Water Area	Select Water Area >>	



*Specific Location Name

Event Details:

*Event Name

*Short description of event for display on DNR Special Events search results page

*Types of vessels

*Annual Event ◯ Yes ◯ No

*Is it the applicant's preference that this event be closed to the public? ◯ Yes ◯ No

*Event Date mm/dd/yyyy

*If this is a multiple day event. How many additional days are you requesting? Applicant may add any dates within the nine-day window on which events will occur. Additional dates need not be consecutive.

*Event Start Time

*Event End Time

Alternate Date 1 mm/dd/yyyy

Alternate Date 2 mm/dd/yyyy

Alternate Date 3 mm/dd/yyyy

*Number of Participants

*Number of Participants

*Number of Spectators

*Location of designated event official during event

*Have you or will you request assistance from the Coast Guard Auxiliary? If yes, what assistance does the event need?

*Number of vessels provided by sponsoring organization for safety assistance?

*Types of vessels used for safety assistance?: motorboat, sailboat, canoe/kayak, other

*What type of patrol will the sponsoring organization provide for the safe conduct of the event?

*Will food, beverage, or items be sold at the event? ◯ Yes ◯ No

If there are Concessions, list all vendors that will be at the event and the type of items to be sold (i.e., food, souvenirs etc.)?

For events held in state parks or state recreation areas, vendors may or may not be allowed dependent upon established contracts.

*Is a Fireworks display part of this event? ◯ Yes ◯ No

Fireworks

*A fireworks display requires securing appropriate city and/or county permits and the permits must be available for inspection during the event. Have you secured all permits? ◯ Yes ◯ No

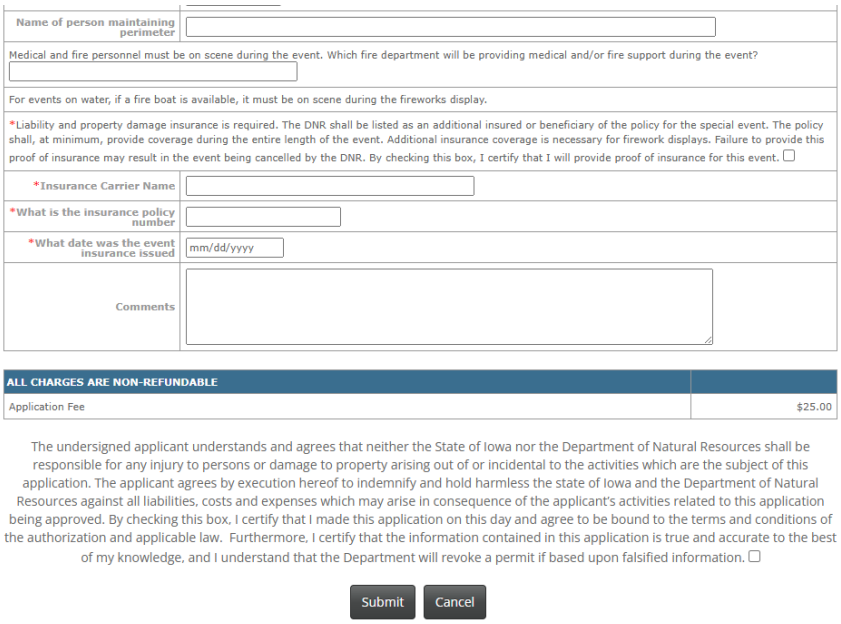
Name of person operating display

Address of person operating display

City/State/Zip of person operating display

Phone number of person operating display

Fallout perimeter designated by: lighted buoys, caution tape, roped off areas, posted signs, safety cones



Any application fees or tag fees will be listed at the bottom of the form.

You need to click the box at the bottom of the page indicating that you understand and agree to the legal terms associated with the application.

Click on Submit when you have completed the application form.

When Boating events will have a $25 fee associated with them, you will be redirected to a credit card payment entry screen (not shown).

Enter your information on the credit card payment entry screen and click Submit only once to ensure that your transaction is not submitted multiple times. You will be redirected to a screen stating that your application has been submitted. You will also receive an email including your Credit Card Receipt.

Once your application has been reviewed, you will receive an e-mail that will indicate if the event was approved or denied. If approved, that email will include an Authorization Letter.

You can review any events you have submitted to the system by clicking the “Show My Events” button on the “Schedule an Event” page.