



Tafuna Industrial Park Buffer Zone Facility Use Policy

For inquiries, please call 684-699-9411 or email rpm@doc.as.gov.

PURPOSE

The purpose of this Facility Use Policy is to establish uniform requirements for the temporary use of the Tafuna Industrial Park (TIP) Buffer Zone, a public property owned by the American Samoa Government (ASG) and administered by the Department of Commerce (DOC).

This Policy promotes the safe, orderly, and responsible use of the Buffer Zone while protecting public property, supporting neighboring businesses and tenants, and ensuring equitable access for approved community, governmental, nonprofit, educational, and commercial activities.

ELIGIBILITY

Applications may be submitted by:

- American Samoa Government (ASG) agencies
- Federal government agencies
- Tafuna Industrial Park (TIP) tenants in good standing
- ASG rental tenants in good standing
- Registered nonprofit organizations
- Businesses and commercial entities
- Community and civic organizations
- Educational institutions
- Religious organizations
- Private individuals (residents)

Submission of an application does not guarantee approval. DOC will evaluate each request based on facility availability, public safety, compatibility with the proposed use, compliance with applicable laws, and the best interests of ASG. Priority may be given to official government functions, department programs, TIP tenants, ASG tenants, and activities that provide economic, educational, or community benefit.

PERMITTED USES

The Buffer Zone may be used for temporary community, educational, cultural, governmental, nonprofit, recreational, and commercial activities that are compatible with the intended use of the property.

Permitted activities include, but are not limited to:

- Community events and public gathering
- Educational workshops and training
- Farmers markets and vendor markets
- Trade shows and exhibitions
- Cultural festivals
- Recreational activities
- Government outreach programs
- Job fairs and business networking events
- Charity and nonprofit events

- Commercial promotions and grand openings
- Food trucks and mobile vendors
- Temporary booths, displays, banners, and signage
- Other temporary activities approved by DOC

Commercial activities require prior written approval and may be subject to additional permit conditions, fees, insurance requirements, and operating restrictions. Users shall obtain all required permits, use only the approved location and time, maintain the premises in a safe and clean condition, remove all temporary materials after the event, and be responsible for any damage resulting from the permitted activity.

PROHIBITED ACTIVITIES

The following activities are prohibited unless specifically authorized by DOC or otherwise permitted by law:

- Alcohol sales or consumption
- Illegal gambling
- Fireworks or pyrotechnics
- Unauthorized open fires
- Firearms or dangerous weapons, except as authorized by law
- Hazardous materials
- Damage to government property
- Overnight camping or sleeping
- Long-term storage of equipment or vehicles
- Activities creating unreasonable noise or safety hazards
- Activities that interfere with TIP operations
- Activities that violate territorial or federal law

APPLICATION PROCESS

Applications shall be submitted to DOC's Real Property Management Division (RPMD), using this prescribed application form.

If approved, RPMD will notify the Applicant of all applicable fees, security deposit requirements, insurance requirements, and any special permit conditions.

Before a permit is issued, the Applicant shall:

- Pay all required User Fees and Security Deposits at the ASG Treasurer's Office;
- Submit copies of the official Treasurer receipts to RPMD; and
- Provide any required permits, licenses, or proof of insurance.

HOURS OF USE

Normal operating hours are 7:00 a.m. to 6:00 p.m., Monday through Sunday. Use outside these hours requires prior written approval and may be subject to additional conditions or restrictions.

FEES AND SECURITY DEPOSIT

User Fees and Refundable Security Deposits shall be assessed in accordance with the DOC's current Fee Schedule. Refundable Security Deposits will be processed through the ASG Treasurer following a satisfactory post-event inspection.

USER RESPONSIBILITIES

Users shall:

- Maintain a safe environment;
- Obtain all required permits and approvals;
- Keep the premises clean during and after the event;
- Restore the property to its original condition after each use;
- Report accidents or property damage;
- Be responsible for cleanup and damages; and

- Comply with instructions issued by DOC personnel.

INSURANCE

DOC may require General Liability Insurance when warranted by the size, nature, or risk of the proposed activity. Proof of insurance shall be provided before a permit is issued when required.

CANCELLATION AND REFUNDS

Applicants shall promptly notify the DOC if an event is cancelled. All events cancelled within 2 days of the start date will receive a full refund. Cancellation within 1 day or less will cause the forfeiture of 1 day's worth of fees depending on the type of event being sought. The security deposit is fully refundable.

ENFORCEMENT

Failure to comply with this Policy or the Facility Use Permit may result in:

- Immediate termination of the permitted activity;
- Forfeiture of all or part of the Security Deposit and user fees
- Assessment of cleanup or repair costs;
- Suspension or denial of future permits; and
- Any other remedies available under applicable law.

DEPARTMENT AUTHORITY

DOC reserves the right to approve, deny, condition, suspend, revoke, or terminate any Facility Use Permit when necessary to protect public safety, preserve government property, ensure compliance with this Policy, or serve the best interests of ASG.

INDEMNIFICATION

The User assumes full responsibility for activities conducted under the permit and agrees to indemnify and hold harmless ASG and DOC from claims or liabilities arising from the permitted use.

Tafuna Industrial Park Buffer Zone Facility Use Permit Application & User Agreement

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SECTION 1: APPLICANT/ORGANIZATION INFORMATION

Name of Applicant/Organization	
Point of Contact	
Mailing Address	
Telephone & Email	

SECTION 2: EVENT/ACTIVITY INFORMATION

Event/Activity Name	
Purpose of Event/Activity	
Requested Location/Area (refer to attached map on page 8)	
Event Date(s)	
Estimated Attendance (check one)	☐ 1-50 ☐ 51-100 ☐ 101-250 ☐ 251-500 ☐ 500+
Setup Start Time	
Event Start & End Time	
Cleanup Completion Time	
Activity Classification (check one): ☐ Government/Public Benefit ☐ Community/Nonprofit ☐ Private/Low-Impact ☐ Commercial ☐ Large/Special Event	

Event Features (check all that apply):

☐ Food Service/Sales
 ☐ Vendors
 ☐ Tent/Canopy

 ☐ Tables/Chairs
 ☐ Amplified Sound
 ☐ Generator

 ☐ Temporary Structure
 ☐ Vehicles on site

 ☐ Other: _____

SECTION 3: FEES (see page 7)

Description	Amount
Fee Category	\$
Number of Days	
User Fee Subtotal	\$
Refundable Security Deposit (if required)	\$250
TOTAL DUE	\$
ASG Treasury Receipt No. / Date Paid	

SECTION 4: TERMS AND CONDITIONS

By signing below, the Applicant/Organization agrees to:

1. Compliance and Authorized Use. Follow the Facility Use Policy, applicable laws, permit conditions, and DOC instructions, and use only the approved area, activity, date, and time.

2. Fees, Permits, and Insurance. Pay required fees/deposits to the ASG Treasurer and obtain any required permits, licenses, approvals, or insurance before the permit is issued.

3. Safety and Property Care. Maintain a safe and clean site, protect government property, restore the area after use, and pay for damage or excessive cleanup caused by the activity.

4. Inspection and Enforcement. Allow DOC to inspect the site before, during, or after use. DOC may suspend, revoke, or terminate the permit for noncompliance, safety concerns, property damage, or violation of law or policy.

5. Cancellation and Refunds. Notify DOC promptly of cancellations or rescheduling. Any refund will be handled under the Facility Use Policy and applicable ASG procedures.

6. Indemnification. Assume responsibility for the permitted activity and indemnify, defend, and hold harmless ASG and DOC, including their officers, employees, and agents, from related claims, damages, losses, liabilities, costs, or expenses.

SECTION 5: APPLICANT CERTIFICATION

I certify that the information provided is accurate, that I have read and understand the Facility Use Policy and this Agreement, and that I agree to comply with their requirements.

Applicant's (authorized representative's) Signature: _____

Printed Name: _____

Date: _____

Tafuna Industrial Park Buffer Zone

Facility User Fee

Attachment A

The following daily fees apply to temporary use of the Tafuna Industrial Park (TIP) Buffer Zone.

Standard User Fees:

Category	Fee Per Day
Business Open House, Community Outreach, or Job Fair	\$50
Product Demonstration, Promotional Event, or Commercial Sales Event	\$50
Government Agencies	\$50
Registered Nonprofit Organizations	\$30
Schools and Educational Institutions	\$30
Community and Cultural Organizations	\$30
Religious Organizations	\$30
Private Individuals	\$50
Commercial Businesses	\$50
Large Commercial Events (Festivals, concerts, tradeshow, etc.)	\$300
Rallies	\$300
Other	\$300

Refundable Security Deposit

A fully refundable security deposit of \$250 is required subject to terms stated herein. Refunds are processed through the ASG Treasurer after a satisfactory post-event inspection.

Payment

Pay all fees and deposits to the ASG Treasurer's Office. RPMD must verify the official Treasurer receipt before issuing a permit.

Department Authority

DOC determines the applicable fee category based on the nature, size, duration, location, and anticipated impact of the activity and may approve lawful fee waivers or adjustments for official government functions or activities providing significant public benefit.

FOR OFFICIAL USE ONLY.

DATE RECEIVED: _____

TIME RECEIVED: _____

RECEIVED BY: _____
(Print & Sign)

DEPARTMENT OF COMMERCE APPROVAL

☐ **APPROVED**

☐ **DISAPPROVED**

REVIEWED BY: _____
(Print & Sign)

TITLE: _____

DATE: _____

COMMENTS:

POST-EVENT INSPECTION

INSPECTION DATE: _____

INSPECTOR: _____

DATE OF INSPECTION: _____

- ☐ **Facility restored to satisfactory condition**
- ☐ **No damages observed**
- ☐ **Security Deposit Approved for Full Refund**
- ☐ **Partial Refund Authorized**
- ☐ **Deposit Forfeited**

COMMENTS:

