

## **Foster Lake Usage Request Policy**

Access Pass Holders of Foster Lake, Inc. may request use of Foster Lake property for private functions by notifying the Coordinator to obtain a reservation. This includes the use of the pavilion and campsites.

Non-University organizations or entities that want access to the Foster Lake property must first obtain prior, express, written approval from the Coordinator of Foster Lake, Inc.

### **Usage Request:**

Any party seeking use of the property must complete and return a "Foster Lake Use Request" Form no less than five business days prior to requested use to the Coordinator of Foster Lake, Inc. This form may be obtained on the Foster Lake web site at [www.alfred.edu/community/foster\\_lake.html](http://www.alfred.edu/community/foster_lake.html) or by calling Cherise Haase, Alfred University, Foster Lake Coordinator, 117 Myers Hal I, 607.871.2190 607.871.2086 fax.

Approval of any request is subject to the sole discretion of the Coordinator, and will take into consideration:

- a) whether the event could interfere with events already occurring, including events currently scheduled;
- b) the applicants' and participants' past compliance with rules, policies and requirements of Alfred University and Foster Lake, Inc., and the likelihood that such rules, policies and requirements will be followed at all times during the event;
- c) whether the event can be conducted in a safe manner at all times;
- d) whether the event could cause damage to the property;
- e) legal and risk management issues;
- f) whether the event is consistent with the character of the Lake setting.

Appeals of any denial can be directed to Giovina Lloyd, Vice President of Business and Finance at Alfred University. The policies and rules herein may be changed from time to time at the sole discretion of Alfred University.

### **Special Event Usage Rules**

1. All Alfred University rules, policies and requirements are in full effect on Foster Lake property with respect to Alfred University students, faculty, staff and employees. Rules posted by Foster Lake, Inc. must also be obeyed at all times.
2. Absolutely no alcohol or illegal drugs will be permitted on the property.
3. Lifeguards are on duty (weather/water quality permitting) from 11 am-7 pm, June 14-August 13, during the 2010 summer season.
4. Any boating must be pre-approved. A written proposal for boating must contain detailed safety precautions and description of watercraft.
5. All parties must remove all garbage and leave the area as it was found.
6. Any abuse of property or failure to follow rules, policies and/or requirements may result in loss of privilege and/or referral to the University's judicial system.
7. If the Foster Lake Coordinator or authorized representative deems conduct of any user to be in violation with the stated policies or disruptive to other users, the Foster Lake Coordinator or authorized representative has the authority to ask users to leave the premises immediately.

**FOSTER LAKE USAGE REQUEST FORM**

Person Requesting Use \_\_\_\_\_ Today's Date \_\_\_\_\_

Office/Department/Club \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Date Requested \_\_\_\_\_ Time Requested: From \_\_\_\_\_ a.m./p.m. To \_\_\_\_\_ a.m./p.m.

Name of Function \_\_\_\_\_

Educational \_\_\_ Recreational \_\_\_ Other \_\_\_\_\_

Description of Function \_\_\_\_\_

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Number of People Attending Function \_\_\_\_\_ Number of vehicles expected \_\_\_\_\_

Are you requesting approval for boating? \_\_\_\_\_

If yes, please attach a document detailing watercraft being used and safety precautions being followed.

Are you requesting approval for swimming? \_\_\_\_\_

No more than 100 people per event allowed. Special consideration must be given for lifeguards if swimming is requested. Swimming is available during summer months only. For more than 20 people a \$20 per hour per lifeguard fee will be charged. (20 people per guard)

I have read and understand the Foster Lake Usage Request Policy and the Foster Lake Usage Rules.

Sign here \_\_\_\_\_

Please allow five business days for general use approval and ten business days for approval of requests including boating or swimming.

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For Approval Process Only

Date Received \_\_\_\_\_

Approved \_\_\_ Denied \_\_\_ by \_\_\_\_\_

Notes \_\_\_\_\_

Copy sent to applicant on \_\_\_\_\_ Copy sent to EH&S on \_\_\_\_\_