

## **Foster Lake Usage Request Policy**

Alfred University employees, retirees, students as well as community membership holders may request use of Foster Lake property for group functions by completing and submitting the Foster Lake usage request form to the Foster Lake Admin. This includes reserving exclusive use of the pavilion. There is a \$75 charge for community members for group functions at Foster Lake.

### **Usage Request:**

Anyone wishing to make a group reservation must complete and return a "Foster Lake Use Request" form no less than five business days prior to requested use to the Manager of Foster Lake. This form may be obtained on the Foster Lake web site at <https://www.alfred.edu/student-life/fitness-recreation/foster-lake.cfm>, by calling the Foster Lake Admin at 607-871-2460, or in the Facilities Services Building located at 150 North Main Street, Alfred.

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

- a) Whether the event conflicts with previously scheduled events;
- b) Whether the requested event can be conducted safely;
- c) Whether the event could cause damage to the property;
- d) Legal and risk management considerations;
- e) Whether the event is consistent with the unique character of the lake setting.

### **Special Event Usage Rules**

1. All Alfred University rules, policies and requirements apply at Foster Lake property.
2. No alcohol or illegal drugs will be permitted on the property.
3. Lifeguards are on duty (weather/water quality permitting) from 12pm-6pm daily from mid-May until classes resume in August. Lifeguards will then be on duty Friday afternoons plus Saturday & Sunday 12pm-6pm through Columbus Day Weekend when swimming ends for the season. Swimming may be suspended at any time due to laboratory results from water quality testing, or discretion of lifeguard or Manager. Two lifeguards must be on duty, otherwise no swimming is permitted.
4. All parties must remove all their trash/garbage and leave the area as it was found.
5. Any abuse or destruction of property or failure to follow rules, policies and/or requirements may result in loss of privilege and/or (for students) referral to the University's judicial system.
6. If the Foster Lake Manager or authorized representative deems conduct of any user to be in violation of the stated policies or disruptive to other users, the Foster Lake Manager or authorized representative may ask users to leave the premises immediately.

**FOSTER LAKE USAGE REQUEST FORM**

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

AU 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Are you requesting approval for boating? \_\_\_\_\_ Exclusive use of Pavilion  
\_\_\_\_\_ (\$75 for Non AU Events)

Are you requesting approval for swimming? \_\_\_\_\_ Number of swimmers \_\_\_\_\_  
(in case extra lifeguards are needed)

No more than 100 people per event allowed. Swimming is available during summer months only. For more than 40 people a \$20 per hour per lifeguard fee will be charged. (1 lifeguard per 20 swimmers is a health department requirement)

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 \_\_\_\_\_