

## Foster Lake Usage Request Policy

Access Pass Holders of Foster Lake, Inc. may request use of Foster Lake property for private functions by completing and submitting the Foster Lake usage request form to the Foster Lake Manager. This includes the use of the pavilion.

University or non-University organizations or entities that want access to the Foster Lake property must also submit a Foster Lake usage request form to the Foster Lake manager for prior approval.

### 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 Manager of Foster Lake, Inc. 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 607-871-2154, or in the Physical Plant Office at 230 Maker Way located behind Greene Hall.

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

- a) Whether the event conflicts with events already occurring, including events currently scheduled;
- b) The applicants' and participants' past compliance with rules, policies and requirements of Alfred University, 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 considerations;
- f) Whether the event is consistent with the character of the lake setting.

### Special Event Usage Rules

1. All Alfred University rules, policies and requirements are in full effect on Foster Lake property.
2. Absolutely no alcohol or illegal drugs will be permitted on the property.
3. Lifeguards are on duty (weather/water quality permitting) from 10 am-7 pm, mid-June through mid-August, during the summer season. Swimming may be suspended at any time due to laboratory results from water quality testing, or discretion of lifeguard or Manager.
4. Any boating must be pre-approved.
5. All parties must remove all their trash/garbage and leave the area as it was found.
6. Any abuse or destruction 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 (for students).
7. 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 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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Are you requesting approval for boating? \_\_\_\_\_ Exclusive use of Pavilion \_\_\_\_\_  
(\$75 for Community Members)

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

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 40 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 \_\_\_\_\_