



Albany Pine Bush Preserve **Group Preserve Use Policy and** **Permit Application Process**

Groups of 25 or more visitors to the Albany Pine Bush Preserve may only visit the Preserve after applying for and receiving a valid Temporary Revocable Permit (TRP) issued by the Albany Pine Bush Preserve Commission (Commission).

The Albany Pine Bush Preserve (Preserve) is a popular passive recreational and educational resource in the Capital District of New York State. Educational and recreational activities are allowed and encouraged in the Preserve as defined by both the Albany Pine Bush Preserve Management Plan and Rules and Regulations (6NYCRR Part 648).

All groups interested in holding any activity or event in the Preserve, with 25 or more visitors, are required to comply with this policy and the permit application process.*

GROUP DEFINITION: For the purposes of this policy a ***GROUP*** is defined as 25 or more people who collectively are interested in visiting the Preserve at the same time.

****THIS POLICY DOES NOT APPLY*** to a group registered with the Albany Pine Bush Preserve Discovery Center for an educational program or to groups who will visit only the Albany Pine Bush Preserve Discovery Center and associated Discovery Trail or the Rensselaer Lake Preserve and Park (City of Albany park).

Group Preserve Use Policy

Examples of the types of groups and group events covered by this policy include, but are not limited to, passive activities such as running groups and races, snowshoeing events, contests such as orienteering, walking and hiking groups, educational groups and any other group event as defined above.

Adopted in 2000, the Albany Pine Bush Preserve Rules and Regulations, 6 NYCRR Part 648.6(c) state that “Groups of 25 or more visitors must notify the Commission staff at least five days in advance of a Preserve visit”.

Upon notification by the group, the Commission will inform the group that a permit is required, per this policy, for all group events and a permit application will be provided. The Commission will then review the application and determine whether or not a permit will be issued to allow the group activity and, if issued, the terms of the permit.

Permit Application Process

An organization, group or individual must apply for a Temporary Revocable Permit (TRP) from the Commission to hold a group activity or event for 25 or more visitors to the Preserve. The application process is as follows:

- All groups with 25 or more visitors must apply for a TRP from the Commission.
- Group TRP applications must be submitted to the Commission a minimum of 5 business days before the proposed event (at least 10 business days is recommended).
- Once received, Commission staff will review the TRP application and determine if a TRP will be issued and, if so, the terms of the TRP.
- A valid TRP must be issued by the Commission prior to an approved group event occurring in the Preserve.
- Permittees must have current permits in their immediate possession when engaging in an activity for which a permit is required (648.3(f)).
- The Commission will not issue a TRP for walk-a-thon or similar external fundraising type of event in the Preserve.

The criteria used by Commission staff when reviewing a TRP application include:

- Type of activity
- Time of day
- Time of year
- Group size
- Preserve location
- Current cumulative Preserve use levels

These specific criteria reinforce 6NYCRR Part 648.3 which states that “Activities for which a permit is sought must be consistent with the goals and objectives of the Albany Pine Bush Preserve Management Plan”.

TRP application materials and information can be obtained at www.albanypinebush.org or by contacting the



Albany Pine Bush Preserve Commission

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