

MEDFORD LAKES COLONY

PROPERTY USE POLICY

79 Tecumseh Trail, Medford Lakes, NJ 08055 609-654-7747 office@medfordlakescolony.org

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1. INTRODUCTION

In response to numerous, varied and growing requests for use of Colony property for fundraising and personal pre-planned events, the Colony Board of Directors has formed a Property Use committee. The purpose of this committee is to establish unified policy based on rules, regulations and bylaws of the Medford Lakes Colony, insurance requirements, and state & local regulatory requirements.

The Colony realizes what a unique place Medford Lakes is and how appealing it is to host parties, social events and fundraisers. This policy is intended to maintain a balance between fundraising efforts, the Colony's responsibility to neighboring property owners, and most importantly our membership's ability to have access to Colony property for their personal use.

This Policy has been formed in consultation with current Colony Board members, past and present Colony Presidents, Colony Solicitor, Medford Lakes Police Department, Medford Lakes Borough Manager's office, and Medford Lakes Public Works Department.

Please direct any questions to the Colony office. The Colony Board appreciates our members' ongoing support as we continue to address the needs of our membership.

2. TYPES OF PROPERTY USES

All property-use applicants must be Medford Lakes Colonists in good standing with current dues fully paid, no exceptions. This policy recognizes two general types of property use: Beach Parties, and All Other Property Use.

A. BEACH PARTIES

These events involve more than 10 but less than 25 invited guests and occur while beaches and facilities remain open and accessible to other Colonists. They include any of the following:

- Birthday parties
- Team parties
- Small weddings/religious ceremonies
- Any other type of scheduled small social gathering on any of the Colony's five beaches

Beach parties require the submission of a Beach Party Request Form (see Attachment 1: Beach Party Request Form) no less than 30 days prior to the event. A beach party may be scheduled 10-12noon or 3-5pm, but not on days when summer camp is in session. A \$50 fee is required, as well as \$2 per guest for beach tags. If it is determined that additional lifeguard(s) are needed, then those fees are also the responsibility of the applicant.

A typical beach party does not need additional insurances (it is covered by the Colony's policy), nor does it need Auxiliary sponsorship or non-profit status to occur.

Upon request submission, the VP of Recreation will review and approve/deny the request. If approved they will coordinate scheduling with the Colony Office Manager, who will then inform the applicant of fees due. The event is not considered "booked" until all fees are paid.

The applicant is responsible for the behavior of all guests and for complete clean-up after the event. No tents, fires, grilling or alcohol is permitted. Event trash should be taken from Colony premises and disposed of elsewhere so as not to overload Colony trash bins.

Lifeguards and tag checkers have the right to eject any person or group from Colony property at any time if in their opinion a dangerous situation exists or Colony rules are not being followed, with no refund of monies paid. Please also refer to the Colony Violations Policy in the by laws.

B. ALL OTHER PROPERTY USE

These events are open to all Colonists and often require the closing (or dedicated use) of Colony assets for a particular function. Such events include:

- Gatherings of more than 25 people
- Any type of instructional, entertainment or meeting activity
- Any type of fundraising, gaming or alcohol-related activity
- The use of Colony parks, buildings, dams, parking lots or other structures
- The closing or regulating of beaches, dams or roadways adjacent to Colony property

All Property-Use requests require the submission of a Property Use Request Form no less than 30 days prior to the event (see Attachment 2: Property Use Request Form). Upon review of the submittal by the Colony Board Liaison, additional information may be requested. When all is determined to be in order, the event will be placed on the agenda for next regular monthly Board of Directors meeting. The applicant will be required to personally appear to answer any questions, and the Board will vote. An approval will be conditional on all required submittals received in the Colony office prior to the event.

Some general property use policies established by the Colony:

- All social events must be sponsored by either a) the Colony, b) a Colony Auxiliary, or c) a 501c3 non-profit, and remain in compliance with all Colony rules, by laws, ordinances and state laws at all times.
- As a courtesy to our Police Dept, Public Works Dept, neighbors and other Colonists, major outdoor events requiring the regulating of public roadways or closing off beaches will be limited to a maximum average of one per month for the nine months April-December. Colony-sponsored events take precedent over private requests. For example, Canoe Carnival, Amazing Pace, 4th of July & Thanksgiving Turkey Trot 5K runs, Fall Festival, etc. have priority over other requests. That said, once any event is formally approved, its organizers can rely on using that approved date.
- Colony by laws mandate that all fundraisers held on Colony property benefit our Colonists, which limit the types of national organizations that can “sanction” events. For example, the Medford Lakes Boy/Girl Scouts, Lions, or Canoe Carnival float groups each qualify for fundraiser-use status because all income stays with the local group. Conversely, a “(National Brand) Cancer Walk” does not qualify because funds leave our Colonists and go to a national organization. The exception to this rule is if the event is intended to benefit a specific Colonist in good standing requiring community support in the form of a non-profit fundraiser and that event is open to all members, in which case that fundraiser complies with the by laws because the proceeds are benefitting a Colonist.
- The Colony may, on occasion, contract an outside company to help facilitate its own events that exceed the Colony’s capabilities or resources. Such companies will report directly to the Colony and will be subject to full Board vote and approval similar to all other subcontractors.

3. INSURANCE REQUIREMENTS

The applicant is responsible for obtaining all required insurances for their function, and to submit the certificate(s) to the Colony prior to the event. A list of requirements is included as Attachment 3: INSURANCE REQUIREMENTS. Please note this list may not always reflect current requirements and it is the responsibility of the applicant to be in compliance prior to their event.

4. PROPERTY USE VIOLATIONS AND ENFORCEMENT

If Colonists observe illegal or unsanctioned activities occurring on a Colony property, they are encouraged to notify a beach tag checker or lifeguard, who will assess the situation and determine the next steps to be taken.

If such persons are not available, Colonists are asked to note the time, date and detailed circumstances of the incident and contact Colony offices at 609-654-7747.

If the issue presents an imminent safety or security hazard, Colonists are asked to contact Medford Lakes Police directly at 609-654-2156 or central dispatch at 609-267-8300. Colony by laws allow Medford Lakes Police immediate and unhindered access to all Colony properties by at any time.

In addition to possible criminal penalties, Colony by laws allow for a fine, or suspension of Colony privileges, or both, as detailed in the Colony's Violations Policy.

5. ALTERNATIVE VENUES IN OUR AREA

In the event a request for property use is not granted, the Colony has prepared a list of alternative facilities located near Medford Lakes. Please see Attachment 4: ALTERNATIVE VENUES IN OUR AREA.

ATTACHMENTS

MEDFORD LAKES COLONY
BEACH PARTY REQUEST FORM PAGE 1 OF 2

79 Tecumseh Trail, Medford Lakes NJ 08055 609-654-7747 office@medfordlakescolony.org

Member Name: _____ Address: _____

Cell phone #: _____ E-Mail address: _____

Location choice: Beach # _____ Purpose of Event: _____

Event Date: _____ Time: 10am – 12noon or 3pm – 5pm

Max number of children expected: _____ Max total number of people expected: _____

I verify I am a member in good standing of Medford Lakes Colony and will adhere to the above conditions and all of the rules/regulations of the Medford Lakes Colony subject to referral to the membership committee for violation of terms and conditions of the “Violations Policy” found in our Medford Lakes Colony By-Laws. I/we assume all risks and hazards incidental to use of Medford Lakes Colony property. I/we do hereby waive, release, absolve, indemnify and agree to hold harmless the Medford Lakes Colony volunteers/directors/employees from any and all claims arising out of an injury to any participant at this above named event. I/we understand it is the responsibility of each person attending to provide their own health and accident insurance to cover any injury. Any violation of agreed terms/condition will result in party being required to leave and eligibility to hold a future party will be subject to review by the Colony Board.

Member signature: _____ Date: _____

Fees collected:

\$50.00 deposit check # _____

Event fee to use Colony property = \$25.00

+Guest tag fee for daily use = _____

+ Lifeguards (\$25/hour/guard) = _____

Total paid _____

MEDFORD LAKES COLONY
BEACH PARTY REQUEST FORM PAGE 2 OF 2

79 Tecumseh Trail, Medford Lakes NJ 08055 609-654-7747 office@medfordlakescolony.org

Private beach parties are defined as an event that exceeds 10 attendees but is limited to 25 attendees. Scheduling will be on a first come – first served basis. No parties are permitted during summer camp.

Note - The member that books the party MUST be present for the entire duration of the event and your current year dues and assessments must be paid in full prior to the event. **Please wear/bring your Membership Tags with you!** Guest tags are necessary for anyone attending the party who does not have a current year Medford Lakes Colony membership tag of their own. Guest tags are \$2/person/day or \$10/person/seasonal.

Fees: Please NO CASH – pay by check or money order to “Medford Lakes Colony” in the amount of:

- \$25.00 (user fee)
- + guest tags if necessary per guest (you can get back to us with a head count)
- + \$25.00/hour for a “dark water certified lifeguard” who will be assigned to your party from the Medford Lakes Colony lifeguard staff. The number of guards needed will be determined by the Head Lifeguard
- Security Deposit required: A separate refundable check of \$50.00 is needed as a security deposit for your party/event. There will be an additional fee for your party if any of the following rules are violated:

Rules:

1. No alcohol, fires or grilling is permitted. This is a Borough Ordinance (law).
2. Food/drinks must remain in the pavilion area or at the fence line. Please vacate the pavilion when your allotted time slot is complete to accommodate other Colonists who need to use the pavilion.
3. No DJ’s sound systems or other electronics are allowed.
4. No tents are permitted. Please do not set up a rented or private tent on the beach.
5. No games that require rented apparatus, such as moon bounce or slide, are permissible.
6. The volleyball court may be available on a first come first served bases. MLAA beach league takes priority as they have a scheduled for league games and practices.
7. You are required to clean up and take all trash to your home with you. Please do not use the trashcans for refuse as they are for the daily use of members at the beaches/properties and should not be filled up from private parties. Overflowing trash encourages critters.
8. You are responsible for the behavior and actions of your guests. Guests must follow the rules and regulations of the beaches as posted. Your entire party will be asked to leave and must do so if they are not conducting themselves accordingly.

A \$50.00 deposit check must be attached to place this event on the calendar. Please make check out to Medford Lakes Colony. All of fees must be paid by the Monday after the event.

MEDFORD LAKES COLONY
EVENT APPLICATION FOR USE OF COLONY PROPERTY

79 Tecumseh Trail, Medford Lakes NJ 08055 609-654-7747 office@medfordlakescolony.org

Colony Board membership meetings are the second Monday of each month at 7:30p at Demby Annex of Vaughan Hall.

This application must be submitted NO LATER THAN Thursday prior to monthly Colony meeting, deadline 3pm.

Colony Board of Directors approval/review is required. It is your responsibility to attend the monthly Colony meeting when requested by the Office Manager. *A representative from your group must be present for application to be heard.*

QUALIFYING ORGANIZATIONS: 1. Medford Lakes-based 501c3 2. ML Colony or sponsored by a Colony Auxiliary

Contact person(s): _____ Address _____

Contact Email: _____ Phone: _____

Organization/Event Name: _____ 501c3 Fed ID #: _____

Facility/Property(ies) Requested: _____

Date Requested: _____ Max attendance _____ Timeframe of Event: _____ (include setup/breakdown)

Description of event (please include all specific activities):

Will any of the following items be included in the event? (yes/no)

Food/drink served: _____ Deejay: _____ Band: _____ Vendors/sales: _____ Local business sponsors: _____

Swimming or Boating: _____ Alcohol: _____ Games of chance: _____ (50/50, baskets, auctions or any other raffles)

List all alcohol or gaming: _____

Events that involve alcohol must be 21 and over, AND require state permit, AND Borough of Medford Lakes approval, AND a specific insurance rider. Games of chance require State permits, AND licenses, AND Borough of Medford Lakes approval. Swimming/Boating events require Borough of Medford Lakes approval AND lifeguards are required at the expense of organizer. Any use of public roadways require Borough of Medford Lakes approval.

I verify I am a member in good standing of Medford Lakes Colony and will adhere to the above conditions and all of the rules/regulations of the Medford Lakes Colony subject to referral to the membership committee for violation of terms and conditions of the "Violations Policy" found in our Medford Lakes Colony By-Laws. I/we assume all risks and hazards incidental to use of Medford Lakes Colony property. I/we do hereby waive, release, absolve, indemnify and agree to hold harmless the Medford Lakes Colony volunteers/directors/employees from any and all claims arising out of an injury to any participant at this above named event. I/we understand it is the responsibility of each person attending to provide their own health and accident insurance to cover any injury. Any violation of agreed terms/condition will result in party being required to leave and eligibility to hold a future party will be subject to review by the Colony Board.

Requesting Colonist

Date

OFFICE USE: Application received: _____ Colony Liason Review: _____ Board approval: _____ Borough Approval: _____

Event liability insurance cert received: _____ Alcohol state cert received: _____ Gaming certs received: _____

All required documents received: _____ Key issued to/date: _____ Key returned: _____

INSURANCE REQUIREMENTS

As of March 30, 2016

OUTSIDE ORGANIZATIONS (as defined by Colony's Property Use Policy)

- *Must provide certificate of Insurance with 1,000,000 liability limit (industry standard)
- * Medford Lakes Colony must be named as Additional Insured
- * Certificate must be on file in Colony office prior to event

COVERAGE FOR EVENTS THAT INVOLVE ALCOHOL (see policy for qualifying organizations)

Requirements:

No one under 21 may be in attendance, no ticket sales at the door, alcohol may not be served by any volunteers nor is BYOB allowed, security and buffer fencing must be provided.

USLI provides this insurance coverage for a fee of approx \$300-500. A STATE SOCIAL PERMIT MUST BE IN PLACE PRIOR WITH BORO OF MEDFORD LAKES APPROVAL. Organization must obtain proof of coverage to Colony office. This application can be filed online or thru Colony carrier. After application is submitted and paid for, coverage is usually in place within 1-2 hours.

- Per State of NJ no location or organization can obtain more than SIX (6) SOCIAL EVENT PERMITS IN A CALENDAR YEAR

Medford Lakes Colony organized Events and Medford Lakes Colony auxillary events

MLAA has its own insurance policy which covers all listed activities (ie, basketball, volleyball, soccer etc).

If the activity is not listed on the list provided to MLAA's carrier, a separate policy must be bought (ie, ZUMBA, tournaments involving out of town players, etc).

Any fundraiser not been listed will require confirmation from MLC Insurance Carrier that it is covered.

CAMP

Summer Camp carries a separate policy.

Summary:

Each year when the Colony's policy is renewed, normal activities of the Colony are listed. Properties are covered. Normal activities of Auxiliaries such as MLWC are covered. Any activity that does not fall under "normal activities" (ie, Jingle Run) needs a call to the agent for clarification. Please note the above list may not always reflect current requirements and it is the responsibility of the applicant to be in compliance prior to their event.

ALTERNATIVE VENUES IN OUR AREA

INDOORS

Venue	Capacity	Contact
Pinelands Library	20	609-654-6113
Ott's Tavern private room	35	609-654-2700
PJ Whelihan's private room	50	609-714-7900
Medford Memorial Community Center	75	609-654-2598
Medford VFW Hall	100	609-654-9823
Marlton Elks Lodge	100	856-983-3557
Protestant Church Memorial Hall (Lakes)	120	609-654-4220
Lake Pine Colony Clubhouse, Medford	150	856-983-9758
Gibson House Community Center, Evesham	150	856-985-9792
Kings Grant Community Center, Evesham	150	856-983-6080
Medford Methodist Church	150	609-654-8111
Camp Ockanickon main lodge	150	609-654-8225
Medford Lakes Country Club	200	609-654-5108
*Vaughan Community Center	230	609-654-7747
Nokomis Elementary School	250	609-654-0991
Flying W Airport restaurant, Medford	200	609-224-1167
Indian Springs Country Club, Evesham	270	856-983-0222
Neeta Secondary School	425	609-654-5155

OUTDOORS

Venue	Capacity	Contact
*Colony Beach One, Three or Four	50	609-654-7747
*Colony Craft Pavilion	50	609-654-7747
Woodford Cedar Run Wildlife Refuge	100	856-983-3329
Flying W Airport pavilion area	220	609-224-1167
JCC Camps, Medford	400+	609-654-5192
Camp Ockanickon/Matillionequay	400+	609-654-8225
Freedom Park, Medford	400+	609-654-2512
Memorial Park, Marlton	400+	856-983-2900
Laurel Acres Park, Mt. Laurel	400+	856-727-0595
Atsion Recreation Center, Shamong	400+	609-268-0444