

## POLICY

All organizations using Ocean County College facilities will be charged rental fees and personnel costs with the following exception. Non-profit charitable community organizations whose on-campus activities are directly related to the Ocean County College educational program and/or activities are exempt from rental fees but are responsible for personnel costs required by the activity.

The college shall determine the number of personnel required for each function.

OCC reserves the right to mandate additional personnel, such as, but not limited to security, custodians, on-site supervisors, depending upon the size & scope of the event.

No custodial or security costs will be incurred by the organization if such personnel are on normal duty during the event and extra staffing is not required.

Fees will be charged for damage to or loss of college property at its current replacement value.

Fees for areas and facilities not covered below will be determined upon receipt of application requesting their use.

Food service and charges therefore will be determined jointly by a representative of the organization using the facilities and a representative of the college's catering service.

### Personnel Fees

Salary costs for college personnel required to provide custodial, security, technical and other services shall be computed at a rate proportionate to an individual's salary, with time and one-half for overtime.

### Facility Rental Fees

Facility rental fees available for use are set forth on the attached schedule effective of the date indicated.

ADOPTED: April 27, 1970

Revised: November 27, 1972

Revised: September 22, 1975

Revised: April 23, 1979

Revised: August 7, 1980

Revised: November 1, 1999

Revised: May 22, 2000

Revised: February 26, 2001

Revised: May 28, 2002

FACILITY RENTAL SCHEDULE OF FEES

- a. Gymnasium - \$300 non-profit for a minimum of 3 hours, \$100 for each additional hour, \$600 per day. Profit /\$600 for a minimum of three hours, \$200 for each additional hour, \$1200 for the day when the public pays to attend a performance, plus custodial and/or security fees.
  - 1. \$50 non-profit/\$100 profit, for each hour plus custodial fees, for groups desiring gymnasium use for general exercise or play activities when no admission is charged.

Basic rental fee includes the space, utilities, and existing campus-wide security. Additional Services: installation of floor mats, extra security, armed security, on-side supervisor, special custodial, score/time keeper and officials will be charged to the organization renting the facility

The day rate is for any amount of time greater than five hours but is contingent upon the availability of the space. The time is calculated from arrival to departure.

- b. Swimming Pool \$75 non-profit \$150 profit, per hour for practice and \$125 non-profit/\$225 profit, per hour for dual meets (Note: Supervisory personnel must be present.)
- c. Cafeteria - \$150 non-profit \$300 profit, for each morning, afternoon, or evening session plus custodial fees. Fees for food service may be arranged with the manager of the college food services.
- d. Faculty Dining Room - \$100 non-profit/\$200 profit, for a three-hour period or less.
- e. Solar Lounge, Student Center - \$100 non-profit/\$200 profit, per three-hour period or portion thereof.
- f. Lecture Hall - \$350 non-profit/\$700 profit, when the public pays to attend a performance (play, lecture, etc.) plus custodial and/or security fees.
  - 1. \$100 non-profit/\$200 profit, per hour plus custodial fees when no admission is charged.
- g. William T. Hering Science Building Lecture Hall - \$250 non-profit/\$500 profit, when the public pays to attend a performance (play, lecture, etc.) plus custodial and/or security fees.
- h. Classroom - \$40 non-profit/\$80.00 profit, each hour for each classroom. No custodial and/or security fee will be charged if these personnel are on duty as a normal function of their responsibility. If the use of the classroom(s) requires assignment of custodians (Saturdays, Sundays, Holidays, etc.) the appropriate fees will be assessed.
- i. Distance Learning Classroom

Rental Rate: Includes use of the room, equipment and a technician. Rate does not include the cost of transmission. All transmission cost are paid by the client.

COMMUNITY RELATIONS  
COLLEGE & COMMUNITY GROUPS  
Use of Facilities & Equipment  
Charges & Fees #6130.1

- |  |               |
|--|---------------|
| 1. Educational and Nonprofit Organizations |               |
| Minimum two (2) hour block                 | \$80.00       |
| Additional hours                           | \$40.00/hour  |
| 2. Others (Profit Organizations)           |               |
| Minimum two (2) hour block                 | \$300.00      |
| Additional hours                           | \$150.00/hour |
- j. Nursing Arts Core - \$60 non-profit/\$120 profit, per hour.
- k. College Center Rooms A & B + SEC Large Conference Room - \$50 non-profit/\$100 profit, per hour per conference room.
- l. Planetarium - \$60 non-profit/\$120 profit, per hour for the large 60-seat classroom (P109).
- m. Fields - non-profit \$300 per block of 6 hours, \$50 for each additional hour. Profit - \$600 per block of 6 hours, \$100 for each additional hour. Basic fee includes the space, grounds preparation, and existing campus-wide security.
- n. Fine Arts Center (all rates are based on per day)
1. Theater (Performance) - \$1000 non-profit \$1250 profit (includes use of dressing rooms, but does not include use of workshop/props). Technician's charges to be determined according to activity (three person/4 hour minimum is required).
  2. Theatre (Rehearsal) - \$400 non-profit/\$600 profit (includes use of dressing rooms, but does not include use of workshop/props). Technician's charges to be determined according to activity (three person/4 hour minimum is required).
  3. Music Rehearsal Room F106 - \$300 non-profit/\$500 profit, per day.
  4. Green Room (F200) - \$100 non-profit/\$200 profit, per day.
  5. Fine arts lobby (up or down) - \$150 non-profit/\$300 profit, per day.
  6. Fine Arts Gallery - \$150 non-profit/\$300 profit, per day.

ADOPTED: April 27, 1970  
Revised: November 27, 1972  
Revised: September 22, 1975  
Revised: April 23, 1979  
Revised: August 7, 1980  
Revised: November 1, 1999  
Revised: May 22, 2000  
Revised: February 26, 2001  
Revised: May 28, 2002