



Guidelines for Use of College Facilities

**Ocean County College
Toms River, New Jersey**

Produced by
Office of College Relations
For inquiries about the use of College facilities,
contact us at 732.255.0400 Ext. 2380

I. Use of College Facilities

The College reserves the right to accept or reject any request for use of facilities and to impose additional requirements other than those listed in these guidelines after reviewing the request of the organization. The judgment of the College concerning usage and rules or regulations shall be final.

College facilities, grounds and services will not be made available when scheduling interferes with normal College operations, activities, and when, in the judgment of the College, it is considered to be a monopolization of College facilities.

Accordingly, the College is authorized to make the facilities, grounds or services available to such organizations within the following guidelines:

1. It is not the intention of the College to compete with commercial services; however, the College may on occasion, when available, rent facilities to business enterprises.
2. The College reserves the right to accept or reject any request, and to impose additional requirements other than those listed in these guidelines after reviewing the request of the organization.
3. Any charges for facilities use shall include all direct costs to the College and may include additional charges for College overhead costs. Ordinarily, the provision of services for a non-affiliated organization shall be at no direct cost to the College.
4. Organizations and agencies located within Ocean County shall receive first priority, and those within the state of New Jersey shall receive second priority.
5. The judgment of the College concerning usage and rules or regulations shall be final.
6. If for any reason a contract for use of a facility, grounds or service is terminated by the requestor, the College shall be reimbursed for any budgetary expenses (e.g., equipment, personnel, food services) incurred as a result of the booking.
7. Use of College facilities is subject to cancellation by the College for operational, weather, or physical emergency. Losses or expenses incurred by the renter due to such a cancellation are to be borne by the applicant. In such cases, the College will make every effort to provide a suitable alternate date. Applicants are encouraged to purchase private insurance to protect the organization from any financial liability which may arise should an emergency develop.

A. Use by College Groups

Ocean County College groups composed of staff, faculty and students shall be permitted free use of facilities provided such use pertains to the educational or cultural events and/or activities of the College. However, these groups will be responsible for personnel costs associated with the event.

Priorities for the use of College facilities, grounds or services will be as follows:

1. Campus-based credit educational programs.
2. Campus-based non-credit educational or business related programs ordinarily sponsored by the Department of Continuing & Professional Education.
3. Campus-based educational, cultural or athletic programs and/or activities sponsored by the Office of Student Life.
4. Other events and/or activities sponsored by off-campus and non-affiliated groups.

B. Use by Non-profit Organizations

As part of its commitment to community service, the College will make its facilities, grounds and services available for occasional use by organizations and agencies for educational, or cultural events and/or activities. Ocean County groups shall have priority over non-Ocean County groups. A use of facilities fee will be charged. The contracting organization will also be responsible for personnel costs incurred in connection with the event. No request shall be honored if the space in question is required for College functions.

C. Use by For-Profit Organizations

As part of its community service function, the College will make available for occasional use its facilities, grounds and services to organizations, agencies for educational, cultural events and/or activities, whenever such use does not interfere with the instructional program or normal College operations or whenever such use is consistent with the objectives of the College.

II. Availability of Facilities

1. A written request for use of College facilities must be submitted to the College Relations office.
2. Copies of the necessary forms can be obtained by contacting the office at 732.255.0400 Ext. 2380. Verbal requests will not be confirmed until paperwork is submitted.
3. Dates for events sponsored by non-campus groups will not be confirmed until final class schedules, cultural calendars and athletic schedules have been established for each semester.
4. The College requests seventy-two (72) hours notice in the event the applicant wishes to cancel use of a College facility. The College reserves the right to charge the requesting organization for any costs incurred as a result of insufficient notice of cancellation.
5. Permission to use College facilities is subject to cancellation by the College for operational or physical emergency. Losses or expenses incurred due to such cancellation are to be borne by the applicant. In such cases the College will make every effort to offer a suitable alternate date. Applicants are encouraged to purchase private insurance to protect the organization from any financial liability which might arise should an emergency develop.
6. Final permission to use College facilities is always given in writing. No applicant should make any commitments, release any advertising or take any action committing use of

- College property until such written permission is received.
7. Facilities may not be available to non-College groups during regularly scheduled periodic maintenance of the campus and at times of “peak activity”, regardless of the availability of the space. Facilities may not be available at the following times: Christmas break, graduation week, fall and spring registration periods and at other times when the College so determines.
 8. Permission to use College facilities is given for specific hours, dates and places. Only the dates, times and facilities for which permission has been granted will be honored.
 9. All rehearsals, decorations, special room services or equipment must be noted on the Facilities Request Form. The organization using the facilities will comply with the times for which permission has been granted and will not arrive early nor leave the premises late. Permission to use College facilities includes the right to use the approved rooms, rest rooms and specified entrances and exits. All other areas are excluded.
 10. A closing time of no later than 1:00 AM will be observed for all activities. Normally, permission will not be granted for the use of facilities later than 1:00 AM. All sponsors and guests will be required to exit the facilities by 1:30 AM. However, depending on the nature of the event, special permission for usage beyond the stated hours may be granted.

III. Indemnity Clause/Insurance Requirements – IMPORTANT!

The applicant hereby agrees to indemnify and hold harmless Ocean County College against all liability and contractual claims, losses or expenses arising from accidents to persons or property occasioned solely or contributed to in any manner by the applicant, his agents or employees and against all liability and contractual claims, loss, expense or damages arising from accidents to the applicant, his agents or employees, whether occasioned solely or in part by the applicant or his employees, or by the College or its employees, or by another person or persons whatsoever, and the applicant will defend any and all suits that may be brought against the College on account of any such accidents and will make good to and reimburse the College for any expenditures, including expense of litigation and legal fees, that the College may make by reason of such accidents. A properly executed “Hold Harmless” form must be submitted before permission is granted.

Sponsoring groups are required to obtain and keep in full force at their own expense, for the benefit of the College during the period of occupancy, one or more types of insurance depending upon the nature of the event. The sponsoring group must provide the College with a certificate of insurance, which indicates that the insurance coverage in the amounts required is in effect. The “Certificate of Insurance” must be received by the Office of College Relations at least ten (10) working days prior to the beginning of the activity. If the event is co-sponsored by a College organization or department, that organization is required to insure that these forms are received.

The most common types of insurance required by the College are:

- General comprehensive liability insurance for protection from claims of liability arising directly or indirectly from any event in the amount of \$1,000,000.00 (1 million dollars) in liability coverage and \$50,000 property damage coverage.
- Contractual insurance in the above amounts to insure the Hold Harmless Agreement.

- Products liability insurance in the above amount which will insure the College after the goods and services have been relinquished.

In cases where the College deems that parental or individual releases are necessary, the sponsoring organization must provide the College with the properly executed releases at least ten (10) working days in advance of the event. Additions to that list may be made no later than 72 hours prior to the event. Organizations wishing to bring special equipment and/or animals onto College premises must present in writing proper insurance coverage before approval shall be considered.

NOTE: The College has many areas that are potentially hazardous, especially to unsupervised children. These areas of concern include hills, steep drops, ponds, pools, laboratories (chemical, ceramics, medical, etc.) workshops, and construction areas to name a few. Please make certain that your children are well supervised at all times.

IV. PROGRAM CONTENT

The content of the program to be presented must be described in detail on the request form. The program must then be presented as stated. Substantial deviation from the description as shown on the request forms is not permitted and may lead to the cancellation of the event.

Programs offered in, or during the use of, any College facility will at no time contain any matter that might be considered subversive or that may agitate for violent or unlawful activity. Program activity and content must adhere to acceptable community standards of morality and good taste and all current obscenity laws.

Programs of a musical or theatrical nature which are not part of or are not co-sponsored by a College department will not be approved if they duplicate or substantially interfere with events anticipated or planned by the College.

V. AVAILABLE FACILITIES, SERVICES AND EQUIPMENT

While the College is eager to accommodate all potential users, not all College facilities, services and equipment are available for use. Normally, only those facilities of a public nature can be made available. Private offices, administrative offices, storage and workrooms are never available.

Similarly, only services of a general nature are available. The College will provide, at cost, routine security supervision and parking. While the number of custodial personnel may be reduced if the group handles some of the set-up and clean-up, a minimum number of the College custodial personnel shall be assigned to each event. Other personnel, such as audio-visual technicians and personnel specific to a particular facility are usually available. When necessary, the College will schedule such personnel and pass the cost on to the sponsoring group.

The charge for all personnel is established by the applicable collective bargaining agreement in force at the time of the activity. Overtime, premium time and "call back" surcharges will be

made whenever applicable. To minimize personnel costs, all sponsoring groups are urged to consider their needs carefully. The rental costs for the facility and equipment are in addition to any personnel costs incurred.

When requesting space in a high-use facility, please submit your requests as early as possible.

Certain College equipment is available for use. Items include slide projectors, movie projectors, TV/VCR carts, overhead projectors, theatrical lighting and sound equipment and scoreboards. Use and operation of certain equipment is limited to College personnel. In those cases, the outside organization will be billed for this service; co-sponsored events will be subject to negotiation with the Scheduling Coordinator.

Facilities and services are available to accommodate individuals with special needs. Please contact the Office of College Relations for specific requests.

VI. PERSONNEL

Application to use facilities automatically presumes a request by the applicant for assignment of appropriate College personnel, including an administrator on duty, security and custodial personnel. The College shall determine the number and type of College personnel to be assigned to an event. The sponsoring organization may not designate individuals to operate College equipment or facilities where the College determines that a level of skill is needed to perform a specific function. The College will provide a list of necessary personnel and their fees to be charged to the sponsoring organization when approval is given.

Normal services include opening and closing the facility(s), regularly scheduled lighting, heating, ventilation and air conditioning. College employees will not be required to help load or unload non-College equipment unless specifically requested on the Facilities Request Form. The sponsoring organization is responsible for all overtime charges incurred as a result of their use of College facilities.

Depending on the nature of the event, other College personnel may be necessary. It is the responsibility of the requestor to identify needs that may require additional personnel. Such personnel will be hired by the College and billed to the sponsoring organization.

VII. EQUIPMENT AND SUPPLIES

Use of decorations, scenery, exhibits, banners, posters, bleachers, platforms and any other equipment must receive prior approval from the Office of College Relations. No scenery, decorations or combustible materials may be brought onto College grounds without prior approval. Any device capable of producing an open flame must receive prior approval (e.g., candles, cooking equipment).

Equipment provided by the sponsoring organization must be removed from the College buildings promptly following the scheduled event so as not to interfere with College activities. If there is any delay, the removal may be made by the College at the expense of the sponsoring organization.

The College is not responsible for the receipt, storage or disposition of equipment or supplies. College personnel are prohibited from accepting from UPS or other carriers any deliveries not intended for use by the College. Receiving area personnel are instructed not to accept delivery of any items shipped at the instruction of and for the use of non-affiliated groups. Sponsoring organizations may not use College-owned instructional equipment, except by special permission which must be requested at the time the initial application form is submitted. Any specialized equipment must be operated by College personnel, who shall be paid by the College and charged to the sponsoring organization.

Users of College facilities may not remove or displace furniture or apparatus, except with the permission of the College and in the presence of the College representative monitoring the event. When equipment is removed from any environment on campus in support of a particular event, a work order form will be necessary. Signatures on this form must be obtained upon removal and return of the equipment from a responsible College employee. There must be no nailing to the floors, walls or fixtures. College buildings and equipment must not be marked or defaced in any manner. No College-related signs, banners, posters, etc. may be removed from any walls or ceilings anywhere at any time, even if the intent is to replace the same following the event.

No signs or other publicity materials will be permitted to be posted anywhere on the campus without the specific approval of the College for each sign. In the event any such sign is permitted, its prompt removal following the event will be the responsibility of the sponsoring organization. Signs with adhesive backing may not be affixed to any College sign, building or property at any time.

Electrical extension cords, hand tools, ladders, chains to hang paintings, etc. are the responsibility of the sponsoring organization. The College does not lend or otherwise provide such equipment. Sponsoring organizations are urged to give careful consideration to all of their needs and to anticipate all contingencies.

VIII. REGULATIONS

- Ocean County College maintains a campus-wide smoke-free environment. Therefore smoking is prohibited in all College buildings and parking areas.
- Eating or drinking is prohibited in all classrooms, lecture halls, theaters and athletic venues unless requested on the Facilities Request Form.
- The sponsoring organization is responsible for full compliance with all applicable federal, state and local statutes (e.g., ordinances concerning taxes, games of chance, firearms, etc.).
- Parking is limited to the designated parking lots. All cars illegally parked will be ticketed or towed at the owner's expense. Special attention will be given to cars parked in handicapped zones, roadways, sidewalks and grassed areas. Special permits may be requested from the campus facility department for unloading equipment near buildings.

- The number of occupants must be limited to the safe capacity of the room or facility as determined by law. The sponsor is required to limit attendance so as not to exceed the designated capacity of the requested facility.
- Any organization that charges admission or conducts any activity which involves the payment of money from one party to another shall be responsible for its own cash security and for full compliance with the applicable federal, state and local statutes and ordinances.
- Organizations will abide by local, state and College fire and safety regulations. Emergency exits may not be blocked at any time for any reason. The use of flammable products is strictly prohibited.
- Equipment may not be brought onto College grounds and connected to the electrical service without the prior consent. By arrangement, special electrical hookups may be possible. The modifications to the electrical service will be made by College electricians and charged to the sponsoring organization.
- First aid services, if needed, must be arranged by the sponsoring organization.
- It is expected that the sponsoring organization representative from the College who signed the Facility Request Form will be attendance. If that is not possible, a suitable designee is to be identified on the form. Additionally, the sponsoring group always will have a designated representative in charge at the activity at all times. That person will be identified to the College's representative.
- The sponsoring organization shall not list the College's telephone number on advertisements announcing the event. Any mention of Ocean County College in an ad other than as a location is prohibited. Furthermore, the sponsoring organization will provide the College with the telephone number of its representative to whom all inquiries can be referred.

IX. CONDUCT AND COMPLIANCE

Organizations using the College facilities will agree to abide by the rules and regulations stated herein or otherwise established by the College. Failure to comply fully with any of the stated rules shall constitute sufficient reason for revocation of all privileges extended to the organization by the College. The waiver of any single rule by the College at any time will in no way affect the applicability of any other rule.

Prohibited behavior includes, but is not limited to: quarreling and fighting, possession and/or dispensation of narcotics or other prohibited substances, consumption of alcohol if a permit was not obtained and possession of firearms or other lethal weapons. Gambling is not permitted on College property.

Non-affiliated groups sponsoring events at the College shall not in any way indicate or imply in any verbal or written statement endorsement or sponsorship by the College of the activity.

X. FEES

- Ocean County College groups composed of staff, faculty and students shall be permitted free use of facilities provided such use pertains to the educational, cultural or recreational activities of the College. However, these groups will be responsible for the personnel costs connected with the event.
- Non-profit and for-profit organizations using College facilities will be charged a facilities fee, and will also be responsible for personnel costs incurred connected with the event. Please see accompanying rate card for fee schedules.
- Fees for areas and facilities not covered on the rate card will be determined upon application. Fees will be charged for damage or loss of College property at its current replacement value.

XI. DINING SERVICES

No food shall be brought to or consumed in College buildings or grounds unless special permission is granted. Food and beverages may be served only in the Student Center and must be provided by the College's contracted food service vendor unless otherwise specified.

Dining service must be requested at least fifteen (15) working days prior to the event. The sponsoring organization shall confirm final numbers at least five (5) working days prior to the event. Three (3) working days notice must be given in the event of cancellation. Should notice of cancellation not be given, costs incurred by the food service vendor shall be charged to the organization. Special menus require additional time for cancellation

Kitchens and kitchen equipment are not available for use.

If an organization intends to serve food for free, it is necessary for them to obtain a license from the Ocean County Department of Health. The sponsoring organization is responsible for compliance with all applicable state, county and municipal laws and health regulations regarding the sale and service of food. In addition, the College may require products liability insurance.

With approval, small groups requiring minimal food service will be allowed to supply their own refreshment. The Executive Director of College Relations will approve these requests if required.

XII. Americans With Disabilities Act Compliance

Ocean County College offers all persons equal access and opportunities to participate in its services, programs and activities. The College has made every effort to accommodate individuals with special needs, and new construction currently underway will remove existing barriers to compliance. Special arrangements may be necessary to supplement the accessibility of the Ocean County College campus. The College will make every effort to assist the requestor in meeting compliance standards. For more information or assistance, please contact the Office of College Relations at 732.255.0400 Ext. 2380.

XIII. IN THE EVENT OF AN EMERGENCY

For emergency closings of the College due to weather or any other situation, check the College Website at www.ocean.edu , call the main campus number 732.255.0400 for a recorded message or listen to local radio stations.

If an event is cancelled by the sponsoring organization, the event coordinator is responsible for contacting all necessary personnel (Office of College Relations and any College personnel engaged for the event) and for posting signs in appropriate locations near the facility where the event was to be held.