

POLICY

All organizations using Ocean County College facilities will be charged rental fees, as listed in Procedure #6130.1, 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 and 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 by this policy and procedure will be determined upon receipt of application requesting their use.

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
Revised: December 8, 2016

PROCEDURE

Rental fees for the use of Ocean County College facilities are:

A. Gymnasium:

- 4 hour minimum/12 hour maximum
- \$100/hour for-profit and \$50/hour non-profit
- Locker rooms \$65/each
- Additional charges for flooring, set-up, custodial, and security services as needed.

B. Sports Fields/Stadium:

- Turf field games (up to 4 hours) - \$400/\$75 each additional hour
- Scoreboard and PA system optional (up to 4 hours) - \$75/\$15 each additional hour
- Grass fields (up to 4 hours) - \$100/\$20 each additional hour
- Baseball/Softball fields include field prep (up to 4 hours) - \$175/\$35 each additional hour

C. All Lecture Halls:

- 2 hour minimum
- \$200/hour for-profit and \$100/hour non-profit
- Additional charges for custodial, media, and/or security fees as needed.

D. Classrooms and Conference Rooms (excluding Conference Center Building #10):

- 2 hour minimum
- \$150/hour for-profit and \$75/hour non-profit
- Additional fees will be assessed for the use of laboratories
- No custodial and/or security fees will be charged if these personnel are on duty as a normal function of their responsibilities. If the use of the classroom(s) requires assignment of custodians, the appropriate fees will be assessed.
- Rates for longer term room rental will be provided on request.

E. Conference Center Building #10 (Includes media setup)

- Main Conference Center #102 (Includes Lounge)
 - \$1,000 for-profit/\$500 non-profit (up to 4 hours)
 - \$1,500 for-profit/\$750 non-profit (up to 8 hours)
 - Maximum capacity 70 people
- Conference Center Lounge
 - \$300 for-profit/\$150 non-profit (up to 4 hours)
 - \$500 for-profit/\$250 non-profit (up to 8 hours)
 - Maximum capacity 70 people
- Conference Room #109A & B
 - \$800 for-profit/\$400 non-profit (up to 4 hours)
 - \$1,000 for-profit/\$500 non-profit (up to 8 hours)
 - Maximum capacity 70 people
- Conference Room #109A or B
 - \$600 for-profit/\$300 non-profit (up to 4 hours)
 - \$800 for-profit/\$400 non-profit (up to 8 hours)
 - Maximum capacity 30 people

F. Black Box Theater (Cultural Center)

- \$2,000/day for-profit and \$1,000/day non-profit
- Services for the Black Box Theater include:
- Dressing rooms
 - Basic sound and light package

G. Robert J. Novins Planetarium:

- 2 hour minimum
- \$500/hour for-profit and \$250/hour non-profit
 - Technician: \$25/hour (4 hour minimum)
 - Presenter/Manager: \$35/hour (4 hour minimum)
 - Production \$40/hour (4 hour Minimum)

H. Jay and Linda Grunin Center for the Arts:

- Main Stage Theater - \$3,750/day for-profit and \$2,500/day non-profit
- Services for the Main Theater Stage include:
- Dressing rooms and lobby
 - Basic sound and light package
- 2nd Floor Gallery, Green Room, and Main Theater Lobby
\$200/hour for-profit and \$100/hour non-profit
 - Staff Costs: Rates listed are per person per hour and have a 4-hour minimum. Staffing will be determined by the venue based on event needs.
 - Technician: \$35/hour
 - House Manager: \$20/hour
 - Ticket Services Representative: \$20/hour
 - Ticketing: Depending on the size and nature of event, rental clients who sell tickets to their event may be required to use the Grunin Center's ticketing platform.
 - Equipment/Service:

EQUIPMENT/SERVICE	RATE
Black Marley Dance Floor	\$500 (Cost does not include technician fees.)
Nord Stage 2 Keyboard	\$100
Kawai Upright Piano	\$150 (Includes piano technician for one tuning. Additional tunings are renter's responsibility.)
Yamaha Grand Piano	\$250 (Includes piano technician for one tuning. Additional tunings are renter's responsibility.)
Concert Instrument Package	\$500 (Includes Black Padded Chairs/Music Stands/ 4 Ludwig Timpani/Remo Bass Drum/Musser 3 ½ Octave Xylophone/Yamaha 3 Octave Glockenspiel/Musser 4 Octave Marimba/Musser 2 ½ Octave Metal Xylophone/Tubular Bells/Gong)
Drum Works Drum Kit	\$500
Sound Board Move	\$250 (If moved from the booth to the house.)
Choral & Drum Risers	\$25/each
Turbo Sound Monitors	\$25/each
Wireless Body Mics	\$25/each

I. Media Services

AV Operator on duty for event	\$55 per hour
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J. Television Production Center Rates for Services
Per Diem Costs – Up to 8 hours

Facilities:

TV Studio – Space Only	\$1,500
TV Studio – Space with Full Crew	\$2,900
Camera Operator (2 at \$250)	\$500
Director/TD	\$400
Media Manager/Teleprompter	\$250
Audio Engineer	\$250
Remote Location Recording:	
Single Camera Package with Crew	\$900
HD Camera and Tripod	\$500
Audio Equipment	\$400
Multiple Camera Full Remote Package with Crew	\$3,200
HD Camera and Tripod (3 at \$500)	\$1500
Newtek HD Tricaster Mini	\$900
Audio Mixer	\$400
Digital Recorders	\$400

K. Facilities

Custodial	\$50 (setup/breakdown/cleaning up to 2 hours)
Maintenance Electrical	\$40/hour

L. Security

Traffic Control	\$70 per hour, per officer (4 hour minimum)
Security	\$40 per hour, per officer (4 hour minimum)

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