

POLICY

The College may, at its sole discretion, grant permission for the use of College facilities by external organizations. Approval of any facility use request is subject to College policies, operational needs, scheduling availability. The College reserves the right to approve, deny, restrict, reschedule, or cancel any facility use request at any time when deemed necessary to support College operations, activities, or the best interests of the College.

Organizations approved to use Ocean County College facilities shall be subject to applicable facility rental fees. Nonprofit organizations may be exempt from rental fees. Such organizations shall remain responsible for any personnel, operational, or event-related costs associated with their use of College facilities.

The College shall determine the number and type of personnel required for each event based on the nature, size, location, and anticipated attendance of the activity.

Ocean County College reserves the right to require additional personnel, including but not limited to security officers, custodial staff, event supervisors, technical support personnel, venue staff, emergency medical personnel, or other support services as deemed necessary to ensure the safety, security, and successful operation of the event.

Organizations shall be responsible for any loss, damage, or excessive cleaning resulting from their use of College facilities. Charges for such losses or damages will be assessed at the College's current replacement, repair, or restoration cost, as determined by the College.

The College reserves the right to establish and modify facility use fees, operational requirements, and related procedures as necessary to protect College resources and ensure the effective management of its facilities.

ADOPTED: April 27, 1970
Revised: November 27, 1972
Revised: September 22, 1975
Revised: June 23, 1980

Revised: April 27, 1987
Revised: December 10, 1990
Revised: February 26, 2001
Revised September 24, 2026

PROCEDURE

All Users

All requests for the use of College facilities must be submitted through the [College's Facility Rental Request Form](#). Requests for use of the Grunin Center must be submitted through the [Rental page](#) on the Grunin Center website. The College may consider verbal inquiries; however, a completed rental request is required before any reservation can be approved. Requests submitted fewer than twenty-one (21) days prior to the proposed event may not be accommodated.

Organizations using College facilities must comply with all applicable federal, state, and local laws prohibiting discrimination.

Facility rental fees are due seven (7) business days prior to the event and are non-refundable. Notice of cancellation must be received at least seven (7) business days prior to the scheduled event. Organizations that fail to provide the required notice of cancellation remain responsible for all facility rental fees and any personnel, operational, or other costs incurred by the College in connection with the event.

Organizations will be requested to supply the college with a certificate of insurance indicating that the organization carries liability insurance coverage in the amount of \$1,000,000 combined single limit bodily injury and property damage liability to cover the scheduled event and that Ocean County College, as the owner of the premises where the event is to be held, is named as an "additional insured" for the event. Organizations needing such insurance will be notified following review of their application for facilities use. Contingent approval of the application will be granted pending proof of such insurance.

Process

1. An online request for use of College facilities must be submitted through the appropriate rental request form and must include the details of the requested use.
2. A contract and other information concerning insurance, fees, costs, college rules and regulations will be prepared and sent to the requestor.
3. Renters must comply with all room occupancy limits and capacity restrictions established by the College for fire safety and code compliance.

Fees

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

A. Gymnasium:

- 4 hour minimum/12 hour maximum
- \$150/hour for-profit and \$75/hour non-profit
- Auxiliary Gym \$100/hour for-profit and \$50/hour non-profit
- Additional charges for flooring, set-up, custodial, media, and security services as needed.

B. Sports Fields/Stadium:

- Turf field games (4 hour minimum) - \$150/hour
- Scoreboard and PA system optional (4 hour minimum) - \$75 per 4 hours (may require additional staff costs)
- Grass fields (4 hour minimum) - \$150/hour
- Baseball/Softball fields include field prep (4 hour minimum) - \$150/hour
- Tennis Courts (4 hour minimum) \$75 per court/section for tournaments

C. All Lecture Halls:

- 2 hour minimum
- \$250/hour for-profit and \$150/hour non-profit
- Additional charges for custodial, media, and/or security fees as needed.

Building	Room	Occupancy
Gateway	104	204
Instructional	114	107
Technology	115	72
Hiering Science	114	64

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. Robert J. Novins Planetarium:

- 4 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)
- Maximum capacity 103

G. Jay and Linda Grunin Center for the Arts:

- Main Stage Theater - \$3,950/day for-profit and \$2,700/day non-profit
Services for the Main Theater Stage include:
 - Dressing rooms and lobby
 - Basic sound and light package
 - Maximum capacity 460
- Black Box Theater - \$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
 - Maximum capacity 85 people
- Perlmutter Hall, pantry, coat room, restrooms - \$2500 for-profit and \$1500 non-profit (up to 4 hours)
Services for Perlmutter Hall include:
 - Limited table and chair set up
 - Additional fees will be assessed for the use of media
 - 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 space requires assignment of custodians or security, the appropriate fees will be assessed.
 - Rates for longer term space rental will be provided on request.
 - Capacity 450 standing
- Wintrode Art Gallery - \$500 for-profit/\$200 non-profit (up to 4 hours) \$700 for-profit/\$300 non-profit (up to 8 hours)
 - Gallery and small lounge
 - Capacity (50)
- Mezzanine Gallery and Main Stage Theater Lobby - \$200/hour for-profit and \$100/hour non-profit
 - Staff Costs: Rates listed for Main Stage Theater are per person per hour and have a 4-hour minimum. Staffing will be determined by the venue based on event needs.
 - Technician: \$37/hour
 - House Manager: \$25/hour
- Ticketing - Rental clients who sell tickets to their event are required to use the Grunin Center's ticketing platform. Marketing packages are available for purchase.

H. Media Services:

- Standard AV Media Request (support) for rental event - \$55/hour
- AV Operator on duty for duration of event (after first hour) - \$55/hour

I. Television Production Center Rates for Services:

- TV Studio – Space Only \$250 non-profit/\$500 for-profit (up to 4 hours)
- TV Studio – Space with Recording Crew \$500 non-profit/ \$750 for-profit

J. Facilities:

- Custodial - \$50 per hour (set/breakdown/cleaning)
- Maintenance Electrical - \$50 per hour

K. Security

- Toms River Traffic Control - \$85 per hour, per officer (4 hour minimum) + \$13 Admin fee per hour
- Toms River Police - \$63 per hour, per officer (4 hour minimum) + \$13 Admin fee per hour

ADOPTED: September 7, 1988

Revised: April 30, 1996

Revised: April 25, 2000

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REVIEWED: September 25, 1990