

POLICY

The Board of Trustees will grant permission to use college premises to organizations, providing such use renders a distinct educational and/or cultural value to the community and is related to the purpose and mission of the college as determined by the President or his/her representative. However, all college programs, both academic and non-academic, take precedence over activities of outside groups in college facilities use. In addition, facilities will be unavailable to outside groups during regularly scheduled periodic maintenance of the campus and at times of "peak activity" on campus, regardless of space.

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

Procedure

All Users

All requests for use of college facilities should be made in writing. No verbal requests will be considered. Requests made less than twenty-one (21) days before the desired event may not be accommodated.

Membership in organizations renting college facilities must be on a constitutionally non-discriminatory basis, in accordance with current statutes and regulations.

Rental fees are payable in advance. Organization will be billed for all personnel costs following the event.

All non-profit charitable community organizations whose on-campus activities are cosponsored by Ocean County College or whose activities are exempt from facility rental fees are nevertheless responsible for personnel costs necessitated by the activity.

The college requests 72 hours notice in the event of cancellation. The college reserves the right to charge the requesting organizations for any costs incurred as a result of insufficient notice of cancellation.

Certain 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.

Internal Users Procedure

1. Contact the person responsible (building facility coordinator) for overseeing space utilization in the building in which you wish to use space to ascertain if the space is available. The Office of College Advancement maintains a current list of building facilities coordinators.
2. Complete the facilities request including any requests for media, security, food service, and send the form to the building facility coordinator.
3. The building facility coordinator will review and complete the form and send on to areas where service is requested. When the form is completely signed, it is returned to the building facility coordinator who routes the various copies to the appropriate areas.
4. If the space is not needed after the above process is completed, the space applicant must call the areas involved and verbally cancel the request, followed up by the completion of the Change/Cancellation form.
5. As the Change/Cancellation form implies, if there is a change in the services needed, the form must be completed and routed to accomplish a change in request.

External Users Procedure

1. A letter of request for use from the outside user must be submitted to Executive Director of College Relations spelling out the details of the use of the space.
2. A contract and other information concerning insurance, fees, costs, college rules and regulations will be prepared and sent to the user.
3. When the contract is received, a facility request form will be prepared and forwarded to the building facility coordinator of the building requested.
4. Changes and cancellations will follow the same procedure.

Evening/Weekend Schedule

A schedule concerning use of the campus facilities other than 8:30 a.m. to 5:00 p.m., Monday through Friday is prepared and distributed by the Office of College Advancement.

The following areas: College Center, Fine Arts, Continuing and Professional Education, HPE, and the Planetarium, submit schedules to College Advancement by 10:00 a.m., Thursday mornings. College Advancement coordinates and distributes the schedules by the 2:00 p.m., Thursday mail to the President, the Vice President of Academic Affairs, Switchboard, Evening Secretary, Evening Nurse, Physical Plant and the Human Resources Department.

Changes and/or cancellations must be called into College Advancement or Physical Plant as soon as possible.

ADOPTED: September 7, 1988
Revised: April 30, 1996
Revised: April 25, 2000
Revised: February 27, 2001

REVIEWED: September 25, 1990