

# Essex County College College Regulation

## REG 1-5 USE OF COLLEGE FACILITIES

### **Purpose:**

To outline the procedures required by the College for use of its facilities by the community for educational, civic, cultural and recreational purposes.

### **Implementation:**

1. Must be an incorporated organization with a Tax Identification Number (TIN) or 501(3)(c) tax-exempt status.
2. Proof of insurance in amount sufficient to cover any and all liabilities that may arise from the event.
3. The College reserves the right to accept or reject any request for use of facilities and to impose additional requirements after reviewing the request.

### **Rules Governing Use:**

- (a) Charges for use of facilities will be assessed according to a schedule approved by the President and available on request from the Office of Auxiliary Services. Charges include rental fee plus usage, operating and personnel costs.
- (b) Usage, operating and personnel costs to the College will be determined by the Office of Auxiliary Services based on the following:
  - i. General operating costs of the facility
  - ii. Personnel required as determined by the College
  - iii. A minimum of four (4) hours where overtime is involved and for each ½ hour period beyond four (4) hours
  - iv. Extra custodial hours used for preparation and cleanup.
  - v. Any other costs incurred by the College as a result of the organization's use of the facility
- (c) No department or division of the College may co-sponsor an event to benefit a non-college entity without express written consent of the Area Head and the Office of Auxiliary Services.
- (d) No department or division of the College shall negotiate or bind the institution to lease space without the written consent of the Area Head and the Office of Auxiliary Services, and approval of all contractual obligations by the General Counsel and the Office of the President.

<b>Responsible Official(s):</b>	<b>Reference(s):</b> <i>N.J.S.A. 18A: 64A-12(o)</i>
<b>Regulation History:</b> App. 10/92, Rev. 10/01, 7/11, 3/17	<b>Attachment(s):</b>