




FACILITIES USAGE PROCEDURES



This document contains guidelines and procedures that must be followed by both internal and external users of all **Essex County College** facilities.

FACILITIES USAGE PROCEDURES

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PURPOSE:

Essex County College's primary mission is to provide comprehensive educational programs, training, and continuing education to support academic excellence and student success.

When campus space and facilities are not in regular use, the College will attempt to generate additional revenue to maintain and upgrade modernized facilities by making specific areas available for use with appropriate facility use charges by external organizations or individuals. The purpose of this *Facilities Usage Procedures* document is to provide guidelines and procedures that must be followed by both internal and external users of all Essex County College facilities.

PRIORITIES:

Use of campus facilities will be scheduled according to the following priorities:

- 1) Instructional programs
- 2) Recreational use (e.g., Essex County College athletic teams' sporting events, intramural games) and campus-sponsored functions, which are organized by students, faculty, staff, advisory boards, Student Life & Activities, the Alumni Association, the Africana Institute, and others that are approved by Administration
- 3) External organizations or individuals

GENERAL GUIDELINES & PROCEDURES:

Internal Use of Facilities

College Departments and Student Life & Activities organizations may reserve facility space through Auxiliary Services in Essex's recurrent areas, which include but is not limited to the J. Harry Smith Lecture Hall, the Siegler Lecture Hall, the 4th-floor Multipurpose Room, the Mary Burch Theater, the Clara Dasher Student Center, the Cafeteria, the Information Commons, the Gym, and the 1st-, 2nd-, 3rd- and 4th-floor Forum Areas by following procedures outlined by the Auxiliary Services Department. College Departments and Student Life & Activities organizations are not charged for the use of ECC space. However, there are charges for catering and other special services provided.

External Use of Facilities

External organization or individuals may use the College's facilities only after approval is granted and provided that the guidelines/procedures laid out in this *Facilities Usage Procedures* are followed. The use of ECC facilities by external groups – such as organized civic, cultural, industrial, public, private and charter schools, service organizations and all other external non-profit and for profit organizations – may be authorized provided that the following criteria are met:

- 1) Internal use of all College facilities has preemptive priority over any external groups. The College reserves the right to cancel, postpone, or alter arrangements for any event as necessary.
- 2) A rental fee for external users of ECC facilities will be paid to the College according to the Facilities Rental Fee Schedule with the exception that Essex County agencies are not charged.
- 3) The College reserves the right to cancel Lessee-contracted events. The College shall first provide the Lessee thirty (30) days written notice of its intent to terminate and will act to refund the full deposit.
- 4) It is the College's goal to transact all business in a manner that creates the lowest possible level of risk or financial responsibility for the College. In addition, transacted business must be consistent with the College's Mission and Strategic Plan.

- 5) The external organization or individual using ECC facilities agrees to take all necessary precautions to assure the physical safety of participants and full preservation of College property, as well as to release the College from any liability or responsibility in conjunction with the use of the rented facilities.
- 6) The Essex County College Office of the General Counsel needs to review and finalize all rental agreements and event-related risk/safety issues and to determine appropriate insurance requirements for all events that have special circumstances (e.g., state & federal government events). Final agreements may be modified or amended only by a written agreement/addendum signed by the parties. Any modifications to documents already approved by the Office of the General Counsel must be submitted for further review prior to submission to the potential user.
- 7) Essex County College shall have no responsibility, obligation, or liability of any type or nature with respect to the event, other than making available the facility or providing any other services set forth in the fully-executed rental agreement on the date and time noted in the agreement.
- 8) Essex County College shall have no responsibility for any liability, claims, or damages for the use of the facility. The lessee shall be solely responsible for and shall protect, indemnify, and hold harmless Essex County College and its Board of Trustees and its officers, agents, and employees from and against any claims, liabilities, loss, damage, cost, or expense arising from, relating to, or caused by the event including, but not limited to, any bodily or property damage sustained by any individual or by Essex County College including theft or damage to any part of the facility or any other claims, demands, damages, or liabilities of any type or nature.
- 9) Evidence of coverage in items will be documented to Essex County College by the transmission of a Certificate of Insurance. Athletic events and activities may require higher insurance amounts. The lessee must provide a certificate evidencing this insurance no later than fourteen days (14) prior to the use of the facilities/premises. Failure to do so will result in automatic cancellation of the contract without notification and, in such cases, costs and expenses incurred by the College will be deducted from the lessee's deposit.
- 10) No modifications to Essex County College facilities are to be made without approval of the Director of Auxiliary Services and the Director of Facilities Management or their designees. In using the Mary Burch Theater space, any plans for on-stage set construction must be reviewed in detail and approved by the Director of Auxiliary Services prior to beginning said construction. Please see the Mary Burch Theater Rider (Appendix D) for further details.

- 11) NO EXTERNALLY-HIRED CATERING SERVICES OR OUTSIDE FOOD IS PERMITTED TO BE BROUGHT AND USED ON THE ECC PREMISES without prior permission. The College's food vendor has first right of refusal. Any and all food – including all forms of outside catering services or beverages – brought into ECC facilities for consumption or distribution without express *written consent* of the College will result in termination of the scheduled event. Additionally, the College exercises its sole right to sell food and beverages on its premises from any and all concession stands with all proceeds from such sales remaining with the College. The sale of any alcoholic beverages anywhere on the ECC campus or within its facilities is strictly prohibited.
- 12) The use of ECC facilities is limited to activities that do not conflict with the general aims and purposes of the College and do not violate Board Policies or College Regulations or local, state, or federal laws (e.g., laws that establish health and safety standards).
- 13) The planned activity must be appropriate for the available campus facilities.
- 14) Approval to use ECC facilities does not necessarily imply approval of the aims or purposes of either the sponsoring organization or individual or the scheduled event.
- 15) Any use of the Essex County College name or logo other than use in order to indicate the location of the event must be approved in advance by the Marketing Department. Additionally, all advertisements created to publicize the event that include the College's name or logo must be approved by the Marketing Department before distribution.
- 16) In general, ECC facilities are not available for use to conduct regular ongoing services. Auxiliary Services should be contacted for guidance on such requested arrangements.
- 17) Smoking is not permitted on the ECC campus or in any College facility. This includes entryways, vestibules, and sidewalks close to the buildings.
- 18) No food or drinks may be brought into any lecture halls, the Information Commons, or the Mary Burch Theater or any other locations as per signage posted on campus.
- 19) Use of ECC facilities where minors are participants requires adequate adult supervision. The College reserves the right to terminate an event if it determines that sufficient adult supervision is not present.

- 20) The Facilities Rental Fee Schedule has been approved, and fees listed in the schedule are not subject to negotiation. The President or his/her designee(s) retain the sole authority to reduce fees in certain unique situations.

EXTERNAL USERS OF FACILITIES – GUIDELINES & PROCEDURES:

Purpose

Outlined in this section are guidelines designed to outline priorities and procedures for access to the College's facilities by external groups.

Guidelines & Procedures

Under limited circumstances, College facilities may be used by groups external to the Essex County College community provided that such use does not interfere with the normal activities of the institution.

Recognizing that Essex County College cannot honor all of the many requests for the use of its facilities received by external groups, the following policies are established:

- A) Those activities within the broad definitions of education, partnerships, and community service, which the College initiates and the Administration approves, have priority over all other uses of the institution's physical facilities. College, in this context, means a Division, Department, or other official Administrative or Service unit or a recognized ECC student organization.
- B) When space is available, an external group may be granted the use of College facilities provided that the activity is sponsored by a Division, Department, or other official Administrative or Service unit or a recognized ECC student organization and provided that the group agrees to observe all guidelines and procedures governing the use of College facilities.

- C) Recognized ECC student organizations and College Departments and offices may co-sponsor appropriate events with outside entities. In such cases, space charges will be waived, although charges for services that are requested and deemed necessary apply. Co-sponsorship is defined as when the College is a named as co-sponsor of the event, is playing a substantial role in the planning and execution of the event, ECC staff and/or students will be present throughout the event, and the College co-sponsor will take full financial responsibility for all charges relating to services provided at the event as well as any incurred damages that may result.

College Departments and offices that co-sponsor events must demonstrate that the event is in the best interest of Essex County College. It is highly desirable that members of the ECC community are well-represented at any co-sponsored event. Events that are designated as co-sponsored incur no facilities rental fees but must comply with all use requirements that apply to internal organizations. As indicated above, the College co-sponsor is responsible for providing or coordinating event supervision and all related charges.

Student organizations that co-sponsor events with outside organizations or individuals must insure that a reasonable percentage of event attendees are currently-enrolled Essex County College students and must also demonstrate that the planned event is in the best interest of ECC.

For student organizations and College Departments and offices, event co-sponsorship that incurs no facilities rental charges may be limited to one event per semester.

- D) The approved use of College facilities by external groups or individuals shall not interfere with or prevent use of the facilities for the regular instructional program or other internally-scheduled activities.
- E) External groups or individuals using College facilities must compensate the College for the rental of space, where applicable, and for all expenses resulting from the activities including custodial services, labor provided for set up and other services, security services, conference arrangements, or other related costs such as lost revenue due to the facilities being closed to normal activities. While the County is exempted from facilities space rental charges, all other expense charges previously indicated may apply.

- F) The College can be exposed to risk when outside organizations or individuals use the College premises or facilities. College Regulations require that external organizations or individuals using College premises or facilities maintain liability insurance and other insurance, as necessary, to reasonably protect the College's financial interests and in amounts deemed adequate by the College. In order to protect the College's interests and other parties, as necessary, the College must receive a Certificate of Insurance no later than 14 days prior to any scheduled event.
- G) The College may refuse the use of its facilities to off-campus groups that otherwise would be eligible in the case where the proposed activity would require an unreasonable amount of College supervision or service or where there is a question concerning the safety of the participants and/or of College property.

FACILITIES FEES & USAGE GUIDELINES:

Availability of Facilities

College facilities are available for use six days a week during regularly-scheduled business hours. Facilities are not normally available when the College is closed for designated holidays or when the College is closed due to weather conditions, security measures, or other external factors. Requests for use of ECC facilities beyond regularly-scheduled business hours or during College closings will be considered within the College's capacity to support and service the specific event and taking into account additional facilities and personnel charges that will be necessary to cover the cost of the scheduled event. Although the College will make every effort to reschedule events that are cancelled due to unforeseen circumstances, any losses or expenses incurred due to such cancellations are the responsibility of the lessee/renting organization.

Damages and Losses

Individuals or organizations renting and using ECC facilities assume any and all responsibility for losses or damages sustained by the College as part of their event. The costs of such losses or

damages are the responsibility of the facility user. The College is not responsible for any damages to or loss of personal property of the user or their event's participants.

Facilities Rental Fees and Deposits

A rental charge for the use of ECC facilities will be made by the College according to the Facilities Rental Fee Schedule with the exception that County agencies are not charged rental fees. The lessee agrees to pay a non-refundable deposit of no less than one-half of the total amount of the fees to be charged. The lessee understands that no space is held/reserved without a deposit and agrees that the rental fee must be paid in full no less than twenty (20) days prior to the event. Failure to do so will result in automatic cancellation of the event and in the deposit not being refunded. The College is not obliged to notify the lessee before taking such action. Final payment of all facilities rental costs must be paid by cash, money order, or certified checks only. Personal checks are not acceptable. Other payment arrangements are accepted upon pre-approval only for special circumstances (e.g., payments made by state & federal government agencies).

Insurance

The lessee shall procure a Certificate of Insurance for the event, which shall name Essex County College and its Board of Trustees, Officers, Agents, and Employees as "additional insured" as outlined in the contract. This insurance is required to adequately protect Essex County College from any claims for bodily and personal injury, including death and damage to property that may arise or result from the use of the College's facilities/space. The type, form, and minimum amount of insurance coverage required is as follows:

General liability coverage, including contractual liability coverage, in an amount not less than ONE MILLION and 00/100 (\$1,000,000.00) DOLLARS per occurrence single limit / TWO MILLION and 00/100 (\$2,000,000.00) DOLLARS aggregate per year or as stipulated by the Office of the General Counsel. In addition, the lessee will – at its expense – procure and maintain during the term of the facilities rental agreement property damage insurance in the amount of not less than FIFTY THOUSAND and 00/100 (\$50,000.00) DOLLARS or as stipulated by the Office of the General Counsel. This means that exact limits and additional types of coverage may be required depending upon the nature of the event. The Office of the General Counsel should be contacted for further determination.

Equipment

Facility users wishing to use their own equipment during the scheduled event must request and receive approval from the College. Media and computer equipment rental can be arranged in consultation with Essex County College's Media Production & Technology Department, Information Technology Department, or other appropriate College Departments.

Food Service

All food services provided for events are to be arranged through the College's food vendor unless other catering/food service arrangements have been previously approved by ECC.

BILLING PROCEDURES:

- 1) Requests to rent/use ECC facilities should be addressed to appropriate College personnel (see the rental application in Appendix B).
- 2) Billing procedures and collection of rental fees and deposits are the responsibility of Auxiliary Services.

Appendix A

ESSEX COUNTY COLLEGE FACILITIES RENTAL FEE SCHEDULE

Location	Schedule (# of Hours)	Capacity	Rental Fee/Hourly Rate
Physical Education Building	8 hours	3,000	regular rate: \$10,000.00 non-profit rate: \$5,000.00
Physical Education Building for Basketball Games	2 hours playing time (maximum)	3,000	\$1,500.00
Mary Burch Theater	6 hours	434	\$2,100.00
Rehearsal/Tech	4 hours		\$400.00
Dance Studio	3 hours		\$150.00
ECC Dining Hall	4 hours	500	\$800.00
Computer Lab	4 hours	20	\$750.00
4 th -floor Multi-Purpose Room	4 hours	80	\$450.00
J. Harry Smith Lecture Hall (Room 2131)	4 hours	367	\$450.00
Siegler Lecture Hall (Room 2132)	4 hours	300	\$400.00
Clara Dasher Student Center Space (without tables)	4 hours	100	\$300.00
Art Gallery	4 hours	75	\$150.00
Classroom	2 hours	25	\$85.00

Appendix B

ESSEX COUNTY COLLEGE FACILITIES RENTAL APPLICATION



Office of Auxiliary Services
Phone (973) 877-3434 Fax (973) 877-1924

Facility Rental Application

Client/Organization: _____ Phone: _____ Fax: _____
 Address: _____ Email: _____
 Event Title: _____ Area(s) Requested _____
 Event Day & Date: _____ Event Time: _____
 Contact Person _____ Expected No. of Attendees: _____

- Yes No Will the event be advertised off-campus?
 Yes No Is the event open to the public?
 Yes No Will there be prominent attendees?
 Yes No Will tickets be sold at the door or in advance?

ROOM ARRANGEMENTS

For other room arrangements, please attach a diagram
 ECC does not guarantee the use of College tables, chairs or other equipment

Room Set-up Type: Lecture Conference Classroom Café U-Shape Other (Please circle one per room)

Extras

____ Podium _____ Head Table No. of Chairs
 ____ Tables _____ Food Stations
 ____ Chairs (6ft Seats 3 people per side) Yes No Is catering needed for event?
 ____ Head table
 ____ Registration Tables (Please Contact Auxiliary Services for Catering Info)

Audiovisual Equipment - (AV Charges are separate from rental fees)

(Audio and lights are only included in Theater Rental)

____ Podium/Microphone (\$15) _____ Table Microphones (\$15)
 ____ Standup Microphones (\$15) _____ Small Sound System (\$200)
 ____ Computer (LCD) Projector (\$200) _____ Projection Screen (\$50)

(Please see Media Production & Technology Fees List)

For Essex County College External Use Only

Auxiliary Rental Fee \$ _____ Deposit \$ _____
 Audiovisual: Equipment Rental \$ _____ Technician \$ _____
 Maintenance \$ _____ Security \$ _____ Other Fees \$ _____

Remarks & Comments:

As an authorized representative of _____, I accept responsibility for the conduct of the group using the facilities and guarantee Essex County College against damage to property, its replacement or repair as necessary, compliance with time and purpose specified above, and charges incurred. I have read and understood the policy statements included with this application and agree to abide by all applicable policies of Essex County College.

Appendix C

MEDIA PRODUCTION & TECHNOLOGY (MPT) COSTS/FEEES

MPT Item/Service	Cost/Fees
DVD player (DVD/VCR combo)	daily: \$25.00 ½ day: \$15.00
CD player	\$25.00
Large public access system	daily: \$300.00 ½ day: \$175.00
Small public access system	daily: \$200.00 ½ day: \$10.00
Videotaping services (minimum amount of production time is 2 hours)	2-person shoot: \$375.00 1-person shoot: \$250.00
Microphone	wireless lavalier/headset: \$35.00 wireless handheld: \$25.00 wired: \$15.00
Projection screen	daily: \$75.00 ½ day: \$50.00
MPT part-time staff	\$15.00 - \$20.00 per hour
LCD projector	daily: \$200.00 ½ day: \$100.00
Computer	daily: \$50.00 ½ day: \$30.00

NOTE: Daily fees are charged if use duration is more than 4 hours; ½ day fees are charged if use duration is 4 hours or less.

Appendix D

MARY BURCH THEATER RIDER

TECHNICAL RIDER TO CONTRACTS

Stage Rules for Using the Mary Burch Theater:

1. No one may enter or be on stage unless accompanied/supervised by a member of the Mary Burch Theater staff.
2. No nails or screws may be put into the stage floor or walls.
3. No construction or repair or alteration of scenery or props may be made in the Mary Burch Theater, backstage, or outside the loading dock area.
4. No painting of any kind may be done in the Mary Burch Theater or outside.
5. You must provide your own crew to load-in and set up and strike your scenery. Scenery must be removed immediately after the program concludes unless written permission is given to extend the strike period.
6. Only a member of the Mary Burch Theater staff/crew may operate:
 - a) Our lighting board
 - b) Our sound board
 - c) Our fly system
7. Mary Burch Theater staff/crew are to receive a one-hour lunch/dinner break after the first four hours of work and a one-hour break at four-hour intervals thereafter.
8. No smoking, food, and/or beverages are allowed in the house or on stage at any time with the exception of props for plays and water for on-stage speakers.
9. No pyrotechnical displays of any kind are allowed without prior written approval.
10. Only the Director and one production manager are allowed in lighting booth during performances.

MARY BURCH THEATER

Technical Specifications

ECC Director of Auxiliary Services: Ms. Nadiyah Samad

Phone: (973) 877-3434 or -4446

Fax: (973) 877-1924

Mary Burch Theater Seating Capacity: 434

MODIFIED THRUST STAGE

THRUST STAGE

Down stage width		23'	10"
Maximum width		46'	0"
Depth to plaster line		27'	5"
Height to dead hung pipe grid	upstage	15'	6"
	downstage	16'	6"

Hangings

(downstage edge)		0'	0"
Black velour leg		18'	6"

PROSCENIUM STAGE

Proscenium width		40'	3"
Proscenium height		17'	0"
Proscenium thickness		3'	4"

Distance from plaster line to back wall	24'	0"
Distance from plaster line to cyclorama	17'	6"
Distance from plaster line to scrim	10'	0"
Distance from plaster line to downstage edge	27'	5"

Hangings

(plaster line)	0'	0"
Red velour traveler	2'	0"
Line 1 rear projection screen (10' x 12')	3'	0"
Line 2 empty	4'	3"
Line 3 1 st electric	5'	6"
Line 4 empty	6'	6"
Line 5 2 nd electric	7'	8"
Line 6 black velour border and legs	8'	10"
Line 7 black scrim	10'	0"
Line 8 3 rd electric (Cyc strips)	13'	0"
Line 9 black velour legs	15'	0"
Line 10 cyclorama (natural)	17'	6"

FLOOR

Sprung maple floor with painted black

NOTE: No screws, nails, staples, stage screws, or any other fastening devices, which may damage the floor, are allowed.

ROSCOFLOOR (Black/Grey) is available for dance companies

SOUND EQUIPMENT
HOUSE MIXER

RAMSA WR 4424: 24 channels in, 6 channels out

MONITOR MIXER

YAMAHA 2408M: 24 channels in, 8 channels out

AMPLIFIERS (BI-AMP SYSTEM)

CROWN	POWER TECH 2	MAINS
CROWN	POWER TECH 2	MAINS
ELECTRO VOICE	7300A	MAINS
ELECTRO VOICE	AP 2600A	MAINS
QVC	1200	DANCE MONITORS
PEAVEY	CS 1200	FLOOR MONITORS

SPEAKERS

JBL (3)	SR4735	MAIN (left-center-right)
PEAVEY (2)	SP2XT	MAIN (left-right)
JBL	MR918	MAIN (subwoofer)
ELECTRO VOICE (8)	S40MB	DANCE MONITORS
ELECTRO VOICE (4)	FM1202	FLOOR MONITORS
PEAVEY (3)	112DLM	FLOOR MONITORS

ADDITIONAL EQUIPMENT

FURMAN (2)	PL PLUS	POWER CONDITIONER
DBX (2)	234	CROSSOVER
YAMAHA	Q2031A	GRAPHIC EQUALIZER
YAMAHA	SPX900	EFFECTS PROCESSOR
TEAC	W800	DUAL CASSETTE

DECK

TEAC (2)	CDP1100	CD PLAYERS
SONY (2)	510	MINI DISK PLAYER
SONY	A7	DAT PLAYER

Microphones

SHURE (8)	LX	WIRELESS (handheld & body)
SHURE (8)	SM58	
SHURE (4)	SM57	
SHURE (6)	MX412	GOOSENECK
SHURE (4)	MX200	OVERHEAD
CROWN (6)	PCC	FLOOR

Clearcom system to all operating positions; intercom & page to dressing rooms.

LIGHTING EQUIPMENT
CONTROL

STRAND

LIGHTPALLETTE 90 DMX

DIMMERS

192 STRAND CD80 2.4 Kw

INSTRUMENTS

4	ETC	SOURCE FOUR ERS	5 Degree
4	ETC	SOURCE FOUR ERS	10 Degree
12	ETC	SOURCE FOUR ERS	19 Degree
61	ETC	SOURCE FOUR ERS	26 Degree
57	ETC	SOURCE FOUR ERS	36 Degree
84	ETC	SOURCE FOUR ERS	50 Degree
10	ALTMAN	3.5 x 6 ERS	
2	ALTMAN	3.5 x 10 ERS	
6	ALTMAN	6 x 9 ERS	
4	ALTMAN	6 x 12 ERS	
2	ALTMAN	6 x 16 ERS	
52	ALTMAN	6" FRESNEL	
26	ETC	SOURCE FOUR PAR	
45	ALTMAN	PAR 56	
32	ALTMAN	PAR 64	
6	ALTMAN	FAR CYC (4 CIRCUIT)	

6	ALTMAN	GROUND CYC (3 CIRCUIT)
6	HIGHEND	TRACKSPOT
2	LYCIAN	MIDGET 1206 FOLLOWSPOT

A copy of the repertory lighting plot will be supplied upon request.

ADDITIONAL EQUIPMENT

2	ROSCO	1600 FOGGER
2	ROSCO	CHILLER MODULES
1	DIVERSITRONICS	50S STROBE
2	ROSCO	GOBO ROTATORS
1		MIRROR BALL

DRESSING ROOMS

2 dressing rooms are available. One accommodates between 16 and 20 and the other between 10 and fourteen. Both have restroom facilities and showers. There is no washer, dryer, or steamer available.

LOADING DOOR

Location..... downstage left
 Dimensions..... 8' 0" wide x 9' 10" high
 Dock..... 1' 4" above street level

The Mary Burch Theater does not have a dock plate or ramp. Prior arrangements must be made with the Theater staff/crew regarding size of vehicles and access to the dock.

SEE DIRECTOR OF AUXILIARY SERVICES FOR AVAILABILITY

Appendix E

CATERING GUIDE

The catering guide, which is provided by the College's food vendor, is available on ECC's website as follows:

http://www.essex.edu/resources/wp-content/uploads/sites/22/2013/10/ECC_catering_guide_June13.pdf