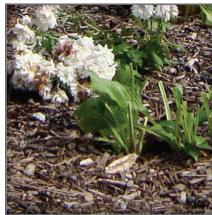
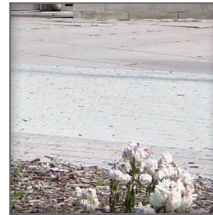
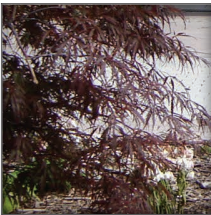
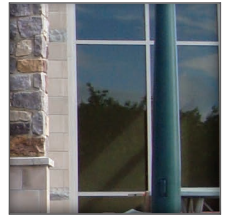
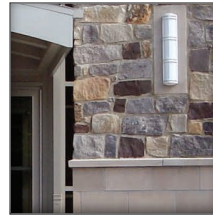
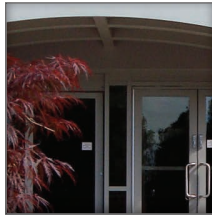
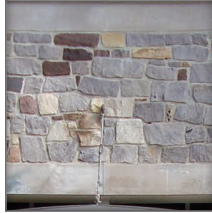
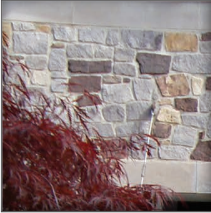


# Use of College Facilities by Non-Affiliated Groups



## Policy Manual

Effective July 1, 2015

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# 1. General Policy Statement

- 1.1 One of the specific objectives of the college, approved by the Board of Trustees, is to develop special events such as concerts, symposia, exhibits, seminars and other presentations designed to stimulate and enrich the social, cultural and professional climate of the community. Therefore, as a part of its community function, the college will make its facilities available to off-campus organizations and agencies for educational, cultural, social, civic and recreational purposes.
- 1.2 The college reserves the right not to extend its facilities to organizations engaged in profit-making ventures. The college reserves the right to accept or reject any request for use of facilities and to impose additional requirements other than those named below after reviewing the request of the organization.
- 1.3 In the event a dispute or controversy arises regarding the meaning, intent or interpretation of this policy, the interpretation of the college shall govern.
- 1.4 The rules and regulations set forth below apply only to non-affiliated groups (see Section 2.2). The College President or his designee may waive any rule or regulation if strict application would be inconsistent with the objectives of the college concerning use of its facilities.
- 1.5 All college activities take precedence over requests by non-affiliated groups to use approved CCM facilities. Instructional (academic) needs, student activities, intercollegiate athletics and other college-sponsored events have priority in determining availability of facilities.



## 2. Eligibility for Use of College Facilities by Non-Affiliated Groups

2.1 CCM and its affiliated groups are those divisions, departments, offices and agencies of the college, as well as organizations and groups that are funded by the college and/or listed in the college catalog (e.g., student clubs, athletic teams, etc.), and recognized collective bargaining units. A CCM activity is (1) any event, meeting, conference or activity which is conducted under the auspice of CCM or a CCM affiliate group in which a substantial portion of the cost of the event is borne by the college or a CCM affiliated group; or (2) any event, meeting, conference or activity conducted by or offered solely for CCM employees or CCM students or both.

2.2 Non-affiliated groups are all other organizations that wish to use CCM facilities for any event, meeting, conference, activity, show, fair or festival not considered a CCM activity as defined above. Non-affiliated group activities include, but are not limited to, those events, meetings, conferences or activities which college faculty, staff and students may be hosting or attending, but for which the college or a CCM affiliated group is not underwriting a substantial portion of the cost (e.g., a luncheon meeting of a professional society held on campus at the invitation of a CCM employee or student but paid for by the attendees or the sponsoring organization). Having an individual or institutional membership in an organization, even if such membership is purchased by the college, does not alter the non-affiliated status of the group.

2.3 Organizations renting college facilities must represent that their eligibility for membership is on a constitutionally non-discriminatory basis.



2.4 The college reserves the right to schedule facility use by non-affiliated groups based upon priority for educational organizations and renewal of current use licenses. Events are scheduled without regard to the presence of similar or conflicting events by other non-affiliated groups.

2.5 The college will consider co-sponsorship of events when appropriate. The terms of the co-sponsorship will be negotiated between the non-affiliated group and the college department(s) which propose to co-sponsor the event. Co-sponsorship may include a waiver of rental fees, a sharing of direct costs and a division of income. Co-sponsorship does not mean supervisory or fiduciary responsibility.

2.6 Any attendance restrictions established by non-affiliated groups for an event held in a college facility must be constitutionally permissible and consistent with laws against discrimination.



# 3. Availability of Facilities

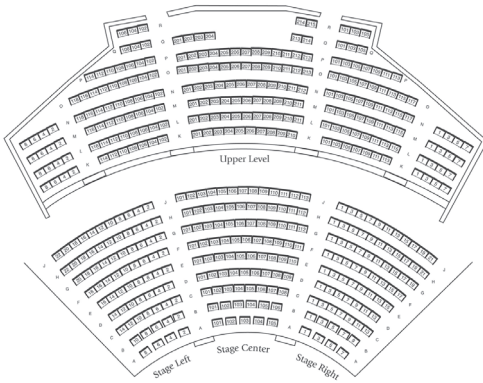


- 3.1 All facilities are scheduled by the Office of Academic Affairs. A request for use of college facilities must be made in writing. **ORAL REQUESTS WILL NOT BE CONSIDERED.** Applications for use of facilities by non-affiliated groups can be obtained from the Office of Academic Affairs (973-328-5070) and should be submitted at least 30 calendar days prior to the date of scheduled events. The college reserves the right to defer approval on applications for single event use of facilities sponsored by non-affiliated groups until the college can confirm academic needs regarding the requested facilities.
- 3.2 A closing of no later than 12:30 a.m. will be observed for all activities. Permission will not be granted for the use of facilities later than 12:30 a.m. All sponsors and guests will be required to exit the facilities by 1 a.m. except by special permission. Facilities normally are not available prior to 7:30 a.m.
- 3.3 Unless a different time period is established by a facilities use contract, the college requests seventy-two (72) hours notice in the event the applicant wishes to cancel use of a college facility. The college reserves the right to charge the requesting organization for any costs incurred as a result of insufficient notice of cancellation.
- 3.4 Permission to use college facilities when granted is provisional in nature, contingent upon receipt by the Office of Academic Affairs of all requested forms and documentation. In the event that the non-affiliated group does not provide the college with the necessary insurance certificate, releases or other requested material by the specified time (which is twenty (20) working days before the event unless otherwise noted), the college reserves the right to withdraw the provisional permission to use the facilities. The non-affiliated group will hold the college harmless from any action arising out of such cancellation by the college.

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- 3.5 Final permission to use college facilities is always given in writing. No applicant should make any commitments, release any advertising or take any action committing use of college property until written permission is received.
- 3.6 Permission to use college facilities is for specific hours and dates. Only dates, times and facilities for which permission has been granted will be honored. All rehearsals, decorations, special room services or equipment must be noted on the application. The organization using the facilities will comply with the times for which permission has been granted and will not arrive early or leave the premises late.
- 3.7 Only those facilities for which permission has been granted are to be used. Permission to use college facilities includes the right to use the approved rooms, restrooms and specified entrances and exits. All other areas are excluded.
- 3.8 Activities scheduled for the college auditorium (theater), LRC Gallery, Student Community Center and Health/Physical Education Building, including the Aquatic Facility, must be reviewed by the Auditorium Facilities Manager, Chairperson of Visual Arts, the Director of Campus Life, or the Director of Athletics, respectively. College personnel normally will be present to monitor those facilities.
- 3.9 If at any time the college determines that campus facilities will be unsafe because of snow and/or ice, or for any other operational or physical emergency, at the time of a scheduled event, the applicant will be notified and the event will be canceled or rescheduled. If the event has already begun, the College reserves the right to terminate the event. Losses or expenses incurred due to such cancellation are to be borne by the applicant. The organization is encouraged to purchase private insurance to protect itself from any financial liability which might arise should the unforeseen develop.
- 3.10 While the college is anxious to accommodate non-affiliated groups, not all college facilities, services and equipment are available for use. Normally, only those facilities suitable for general use can be made available. Private offices, administrative offices, storage and work rooms are never available. Science and computer laboratories, are rarely made available to non-affiliated groups, and then only with special permission.
- 3.11 College personnel may be requested to assist non-affiliated groups at the additional charge of \$35 per hour, per staff member. Available personnel may include security, custodial, electrical, HVAC (heating, ventilation and air conditioning), audiovisual and/or an athletics equipment coordinator. To minimize personnel costs, non-affiliated groups are urged to consider carefully their needs, and especially the time and day of the activity. The rental costs for the facility and equipment are in addition to any personnel costs incurred.
- 3.12 Certain college equipment is available for rent. Refer to page 20, Equipment, for a list of available rental equipment. Use and operation of equipment may be limited to college personnel. In those cases, the outside organization will be billed for college personnel's time.
- 3.13 The following facilities are the most frequently requested:





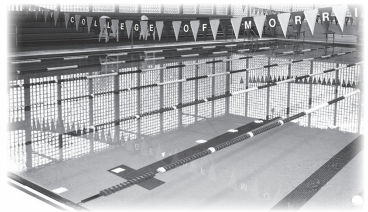
**AUDITORIUM:** The Auditorium seats approximately 500 persons. The stage area is equipped with theatrical lights and curtains. As a multi-purpose room, it is suitable for lectures, dramatic events, forums, movies and other single-purpose events.

**CLASSROOMS:** General purpose classrooms will seat 24 persons comfortably. Most rooms are equipped with a video projector and screen, as well as a white board, and a podium equipped with a computer, laptop hook-up, DVD, document camera and management control system.



**LECTURE HALLS:** Four rooms at the college are designed as small lecture halls. The seating area in each is tiered; all seats have tablet arms. The rooms are equipped with lecture tables and a podium equipped with a computer, laptop hook-up, DVD, document camera and management control system. Seating capacity is as follows: Sheffield Hall room 100 seats 126, Cohen Hall room 100 seats 80, room 124 seats 140, DeMare Hall room 118 seats 80.

**HEALTH/PHYSICAL EDUCATION BUILDING (HPE):** In addition to three general purpose classrooms, the HPE has a gymnasium which can be divided into parts. Seating capacity is 1,768 with bleachers. Additional seating is available on a permit basis set by the Randolph Fire Marshall. This may add 500 to 700 additional seats. (Rental of the gymnasium and dance room includes use of the locker rooms and showers.) Many activities require the gymnasium floor be covered with mats. If indicated, the college will make the final decision. College mats must be used and must be installed by college staff. The outside organization will be charged an additional fee for the rental of college mats and their installation. Other gymnasium-related equipment, such as gymnastic equipment and weights, are not normally available.



**AQUATIC FACILITY:** The Natatorium is adjacent to the HPE Building. The facility contains an Olympic size/six lane pool, space for 196 spectators plus 60 swimmers, locker rooms and shower facilities. No diving boards are available. Priority for the pool usage will be for academic classes, college intramurals, free swim for students and swim teams. Two lifeguards are required at all times. The college will schedule such personnel and pass the cost on to the non-affiliated group. Appropriate attire is required for the use of the aquatic facility and for traversing into the locker and shower areas.

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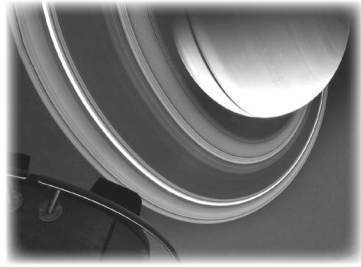


**STUDENT COMMUNITY CENTER**

**(SCC):** The Student Community Center includes a cafeteria with a dining area capable of seating approximately 135 persons, a multipurpose meeting room which can be subdivided into four sections, and a main lounge. The lounge is conducive to receptions and exhibits. Use of the fireplace is not permitted. Users must not disturb or remove art work hung on the wall space.

**THE LEARNING RESOURCE**

**CENTER:** The conference room seats 40 persons and is equipped with the following: TV monitor/receiver, CD player, audiocassette player, audio amplifier, high fidelity speakers, permanently mounted TV projector, electric projection screen, overhead projector and podium. The room is suitable for small meetings, lectures and teleconferences. The multipurpose room is appropriate for large gatherings and meetings. The Gallery is an art studio with a serving station and requires a CCM attendant for all rentals.

**THE LONGO PLANETARIUM:**

Located in Cohen Hall, this facility simulates the night sky and the motions of astronomical objects as they appear from our earth-bound vantage point. The planetarium allows us to view the heavens from any latitude or longitude on the earth's surface and at any time from the distant past to the calculable future. The planetarium chamber allows the comfortable seating of 91 people in a concentric arrangement, and can accommodate 4 wheelchairs, beneath a 33-foot hemispherical dome. Customized presentations given by the staff astronomer are available for groups. For reservations, contact the staff astronomer directly at 973-328-5755.





# 4. Governmental Permits, Licenses & Regulations



- 4.1 (a) The New Jersey Uniform Fire Code, which covers activities as they relate to places of assembly, requires permits from local fire authorities for certain activities. Applications for permits must be made directly to the Randolph Township Bureau of Fire Prevention. The sponsoring organization shall abide by the terms of the license issued under the terms of the New Jersey Uniform Fire Code and act in accordance with all state, county, and Randolph Township laws and ordinances.
- 4.2 Organizations are responsible for full compliance with applicable federal, state and local statutes (e.g., ordinances concerning taxes, games of chance, firearms, etc.).
- 4.3 When a non-affiliated group intends to sell or serve food, it may be necessary for them to obtain a license from the Randolph Department of Health.
- 4.4 The group is responsible for complying with all applicable state, county, and municipal laws and health regulations regarding the sale and service of food. In addition, the college may require product liability insurance (See Section 6.1.)
- 4.4 All organizations will abide by all local, state, and college fire and safety regulations. Emergency exits may not be blocked at any time for any reason.
- 4.5 Special regulations and license requirements apply to the service of alcoholic beverages. Refer to Section 12 for details.
- 4.6 The required permits must be presented to the Office of Academic Affairs as soon as available. (See Appendix A for additional information relevant to permits under the New Jersey Uniform Fire Code.)



# 5. Program Content



- 5.1 The content of the program to be presented must be described in detail on the Application for Use of College Facilities. The program presented must then be as stated. Deviation from the description as stated on the application is not permitted.
- 5.2 Programs offered in any college facility will at no time contain any matter which may incite violent, discriminatory or unlawful activity.
- 5.3 Programs of a concert nature (e.g., vocal, instrumental, dance, etc.) which are not part of or are not co-sponsored by the Division of Humanities and Arts or the Department of Health, Exercise Science and Dance must have the prior approval of the Director of Campus Life and/or the Coordinator of Special Events. Approval will not be given for programs that duplicate or substantially interfere with concerts planned by the college.



# 6. Insurance

6.1 Non-affiliated groups are required to obtain, provide and keep in full force at their own expense, for the benefit of the college during the period occupancy, one or several types of insurance depending upon the nature of the event. An original, unaltered, certificate of liability insurance MUST be submitted for approval twenty (20) working days prior to the event.

### General Requirements

1. Description of activities to be conducted on CCM property must be included on the Certificate of Insurance, as well as the statement "County College of Morris and County of Morris are named additional insured," and shall include Form CG 20100704 or its equivalent.
2. Minimum of thirty (30) days Notice of Cancellation is required.

• **General Liability:** not less than \$1,000,000 per occurrence, \$2,000,000 aggregate

1. Comprehensive Form
2. Premises/Operations
3. Products/Completed Operations
4. Contractual
5. Independent Contractors
6. Broad Form Property Damage



7. Fire Legal Liability \$100,000
8. Personal Injury Coverages with no Exclusions
9. Liquor Liability as required
10. County College of Morris reserves the right to make additional insurance requests if deemed appropriate

• **Automobile Liability:** \$1,000,000

1. Non-owned autos, hired and owned autos, organizations that lease vehicles (buses, vans, cars, etc.) must provide:
  - a. Hired car coverage
2. Organizations that own their own vehicles must provide:
  - a. Owned auto coverage

"Hired Cars" provides protection for the insured person or organization for a loss caused by a vehicle rented from others. For example, a bus that is leased by a school district to bring a group of children to the college for some purpose.

*Continued . . .*

“Auto Non-ownership” provides protection for the insured person or organization for a loss caused by personal automobiles driven by others at the direction of and in the course of the insured persons’ or organizations’ business.

• **Worker’s Compensation:** In accordance with New Jersey state statutes, minimum employer liability limit is \$500,000.

**SOME ORGANIZATIONS WILL NEED ADDITIONAL COVERAGE:**

1. **Products Liability:** Organizations that sell or give away goods of any kind (food, products or advertising material) will be required to carry this coverage.

2. **Independent Contractor:** Organizations that employ or use similar type organizations while on CCM property will be required to carry this coverage.

3. **Increased Limits of Liability**

6.2 The non-affiliated group shall indemnify and save harmless the college, its officers, employees and agents from any loss, damage, liability, costs and/ or expenses that may arise during or be caused in any way by use of college facilities by non-affiliated groups. County College of Morris is not responsible for anything lost or damaged by fire, theft or vandalism. Organizations must agree to indemnify and hold harmless the college against all liability and contractual claims, losses or expenses arising from scheduling or use of the facility.

6.3 In cases where the college deems that parental or individual releases are necessary, the organization must provide the college with the properly executed releases at least ten (10) working days in advance of the event. Additions to that list may be made no later than 72 hours prior to the event.

6.4 Organizations wishing to bring special equipment and/or animals into the college buildings or onto college premises must provide additional insurance coverage acceptable to the college before approval shall be considered.

6.5 The college reserves the right to consider unusual requests individually and to establish insurance requirements which it feels are appropriate and necessary.

6.6 Groups or individuals not co-sponsored by the college, hanging art work or exhibiting valuable items of any kind, must provide their own insurance and must agree to hold the college harmless for any damage to or theft of exhibited items. When valuable works of art or other items of extraordinary value (e.g., precious gems, etc.) are involved in the exhibit or activity, the user may be required to provide additional security and proof of insurance acceptable to the college.

The College President or his designee may adjust or waive any insurance or hold harmless requirements for federal, state or county agencies if strict application would be inconsistent with the objectives of the college concerning use of its facilities.



# 7. Personnel



- 7.1 Application to use facilities automatically presumes a request by the applicant for assignment of appropriate CCM personnel including security and building and grounds maintenance personnel. The college shall determine the number and category of CCM personnel to be assigned to a function. The sponsoring organization may not designate individuals to operate college equipment or facilities unless authorized to do so by the Vice President for Business and Finance. The facilities use contract will set forth the categories of college personnel to be assigned to the function and charged to the organization using the facility.
- 7.2 A site manager will be designated by the Vice President for Business and Finance when, in the opinion of the college, such a person is necessary. The decision of the college is final. The site manager will be in the facility during the event. If a dispute or controversy arises regarding the meaning or interpretation of college rules and regulations, the decision of the site manager shall be final.
- 7.3 Custodial services include opening and closing the facilities and normal lighting (no theatrical lighting). Heating, ventilating, air conditioning, and normal clean-up is provided by building maintenance. Custodians will not be required to help load or unload non-college equipment.
- 7.4 It is the responsibility of the requester to identify needs that may require personnel to provide special services (e.g., audiovisual technicians to operate sound equipment or projectors, electricians to make special power hook-ups, scoreboard operator, etc.). Such additional personnel will be hired by the college with the cost of services charged to the non-affiliated group.
- Note:** See fees section 13.



# 8. Equipment and Supplies

- 8.1 Use of decorations, scenery, exhibits, banners and/or posters, bleachers that require set up, platforms and any other equipment must receive prior approval from the applicable college agent or official. No scenery, decorations, combustible materials, animals and/or materials of an unusual nature may be brought into a college building or onto the college grounds without prior college approval.
- 8.2 Equipment (chairs, scenery, tables, etc.) provided by the non-affiliated group must be removed from the college buildings promptly following the activity. Equipment not removed by the non-affiliated group will be removed by the college at the expense of the non-affiliated group.
- 8.3 The college is not responsible for the receipt, storage or disposition of equipment or supplies. College personnel are prohibited from accepting from UPS or other carriers any deliveries for any items not intended for use by the college. Receiving area personnel are instructed not to sign for and to refuse delivery of any items shipped at the instruction of and for use by non-affiliated groups.
- 8.4 Organizations may not use college-owned instructional equipment, except by special permission which must be requested at the time the application form is submitted. Except for basic equipment, such as overhead projectors, all CCM specialized equipment may be operated only by college personnel who shall be paid by the college and charged to the outside organization. Only approved college personnel may operate equipment in the auditorium (e.g., spotlights, movie



- projectors, stage lighting, etc.) or other specialized equipment located anywhere on campus.
- 8.5 Users of the college facilities may not remove or displace furniture or apparatus, except with the permission of the college and in the presence of the college representative monitoring the activity. Nailing or affixing anything by any manner, including taping, to the floors, walls or fixtures is prohibited. Marking or defacing college buildings and equipment is prohibited. College-related signs, banners, posters, etc. may not be removed from any walls or ceilings anywhere at any time. Furniture and apparatus not intended for use in the kitchen or food service area may not be stored in the kitchen or food service area.
- 8.6 Provision of electrical extension cords, hammers, pliers, screw drivers or other tools, ladders, chains to hang paintings, etc., is the responsibility of the non-affiliated group. The college does not loan or otherwise provide such equipment. Non-affiliated groups are urged to give careful consideration to all their needs and to anticipate all contingencies.



# 9. Regulations

- 9.1 The college promotes a smoke free environment. Smoking is permitted in personal vehicles only.
- 9.2 Any serving of food or beverages must have prior college approval. Eating and drinking in classrooms, laboratories, lecture halls, theater, gymnasium, or aquatic facility is prohibited.
- 9.3 Parking is limited to the designated parking lots. All cars illegally parked will be ticketed or towed at the owner's expense. Special attention will be given to cars parked in "turn arounds", "handicapped" zones, roadways, sidewalks and grassed areas. Posted speed limits MUST be obeyed.
- 9.4 The number of occupants must be limited to the safe capacity of the room or facility used as determined by the college. The sponsor is responsible to limit attendance so as not to exceed the designated capacity of any room. Overbooking is specifically prohibited.
- 9.5 Any organization which charges admission or conducts any activity which involves payment of money of one party to another shall be responsible for its own cash security and for full compliance with applicable federal, state or local statutes or ordinances (See section 4.2).
- 9.6 Equipment may not be brought onto the campus and connected to the electrical service without prior college approval. By prior arrangements, special electrical hook-ups may be possible. If possible, the modifications to the electrical service will be made by the college electricians and charged to the outside organizations. All electrical equipment provided by the non-affiliated group must be in good repair and have U.L. approval. Electrical hook-ups must receive an inspection by the Maintenance Department or local electrical code officials if required by the Randolph Township Electrical Inspector.
- 9.7 First aid services, if needed, must be arranged by the organization.
- 9.8 Except with special permission, animals are not permitted on college property. Except for service dogs, animals are never permitted in college buildings.
- 9.9 The non-affiliated group will NOT list the college's telephone number on advertisements announcing the event, or indicate or imply in any oral or written statement, endorsement or sponsorship by the college of the activity. The name of the college may not be used in any way other than to indicate the event location. Furthermore, the non-affiliated group will provide the college with the telephone number of its representative to whom all inquiries may be referred.
- 9.10 The use, sale and consumption of alcoholic beverages creates special liabilities and responsibilities and is strictly limited to those events identified in Section 12.
- 9.11 The use and sale of any controlled dangerous substances on campus are always prohibited. (See section 10.5)
- 9.12 Use of the Aquatic Facility involves additional rules and regulations listed in Appendix B.
- 9.13 **Events Involving Minors:** Use of locker rooms will require criminal background checks for all adult chaperones. Attendance must be verified upon arrival on campus and prior to departure to ensure all minors are accounted for. Chaperones must have contact information available at the event for all minors in their charge. Access to locker rooms and showers by minors are subject to the following restrictions: general use by adults is prohibited; the outer doors of the Health & Physical Education Building will be locked with access permitted only through the Aquatic Facility; and rental groups and teams must have adult supervision at all times.



# 10. Conduct and Compliance

- 10.1 Organizations leasing college facilities agree, by virtue of their use of the facilities, to abide by the rules and regulations stated herein or otherwise established by the college and provided to the organizations.
- 10.2 The organization granted approval for use of college facilities and the individual who signed the application as a representative of the organization are responsible for the care of college property and for the conduct of participants, patrons and guests, as well as financially responsible for physical damage to college property and claims resulting from theft and damage to college property.
- 10.3 Failure to comply fully with any of the herein stated rules by any organization shall constitute sufficient reason for revocation of all privileges extended to the organization by the college. The waiver of any single rule by the college at any time will in no way affect the applicability of any other rules.
- 10.4 All non-affiliated groups must have at least one responsible adult representative present at all times including set-up and clean-up. It is expected, unless otherwise indicated in writing, that the non-affiliated group representative who signed the facility reservation form will be in attendance. If that is not possible, a suitable designee is to be identified on the form. That person will be identified to the college's representative and/or the Public Safety Department upon arrival. The adult representative(s) is the contact between the organization and the college, and must have authority to make decisions for and act on behalf of the non-affiliated group. At no time, under any circumstances, may an activity begin or continue without the designated "in-charge" person(s) being present. Should the designated representative leave the site for any reason, the college's monitor or representative is authorized to secure the college facility and suspend or terminate the activity as appropriate.
- 10.5 Prohibited behavior includes, but is not limited to: quarreling and fighting, damaging or defacing college property, possession, sale or use of narcotics or other substances prohibited by law, and possession of firearms or any other weapons. Illegal gambling, including the operation of games of chance without a permit, is not permitted on college property.
- 10.6 Unless otherwise specified in a facilities use contract, non-affiliated groups will be responsible for cleanup of the area afterwards. If the area is not cleaned to the college's satisfaction, college personnel will be hired to do the job and charges will be passed on to the non-affiliated group. Non-affiliated groups may arrange in advance for college personnel to undertake the entire cleanup activity, in which case the organization will be billed for the full service.
- 10.7 The college will not be responsible for loss of or damage to any personal equipment belonging to the non-affiliated group, its members and/or invitees brought onto college property. Anything left on college property is left at the risk of the non-affiliated group.
- 10.8 Soliciting and selling on the college campus are prohibited without prior written approval from the college.
- 10.9 No signs or other publicity materials will be permitted to be posted anywhere on the campus without the specific approval of the college for each sign. In the event any such sign is permitted its prompt removal following the event will be the responsibility of the organization. Signs with adhesive backing may not be affixed to any college sign, building or property at any time.





# 11. Food Services

- 11.1 Food service may be arranged with the college's food service vendor.
- 11.2 Food and beverages may be served only in the cafeterias by the college's food service vendor. No refreshments shall be served anywhere on campus other than by the food service vendor unless permission has been obtained from the college.



# 12. Alcoholic Beverages

- 12.1 Consistent with the current statutes of the State of New Jersey and the Township of Randolph within the County of Morris governing the sale and consumption of alcoholic beverages, County College of Morris requires that the following regulations be strictly adhered to in order to ensure proper control and use of alcoholic beverages on campus.
- 12.2 No alcoholic beverages may be purchased by or through the college.
- 12.3 Requests for serving of alcoholic beverages must be reviewed by appropriate college personnel. An Alcoholic Beverage Application form must be completed and submitted for college approval. Forms should be requested from the office of Academic Affairs at 973-328-5070.
- 12.4 Requests shall be submitted to the college at least twenty (20) working days prior to the special event.
- 12.5 Upon approval, it is the responsibility of the sponsoring organization to obtain all necessary permits from Randolph Township and the State of New Jersey. All required documents must be presented to the Office of Academic Affairs as soon as available.
- 12.6 Failure to present the required documentation may result in a revocation of the college's permission to serve alcoholic beverages at the event.
- 12.6 The sponsoring organization shall abide by the limits of its licenses and act in accordance with all federal, state, and Randolph Township laws and ordinances.
- 12.7 All persons to whom alcohol is served must be of legal age. Legal age shall be determined by proper identification to specific persons who will be named by the sponsoring organization prior to service.
- 12.8 The sponsoring organization shall designate specifically identified individuals who will control crowd behavior and ensure compliance with college policies, and federal, state and local alcoholic beverage laws.
- 12.9 The college reserves the right to assign additional security personnel to any event that includes the service of alcoholic beverages. The cost of additional security shall be charged to the sponsoring organization.

# 13. Fees

- 13.1 The College President or his designee may adjust or waive any rental fee for community groups, federal, state or county agencies if strict application would be inconsistent with the objectives of the college concerning the use of its facilities.

13.2 College departments which agree to co-sponsor events may assign rental fees and/or personnel costs to department budgets.

13.3 All bills for equipment, services, etc. must be paid within thirty (30) days of billing.

13.4 Any breakage or loss of furniture, furnishings or equipment shall be paid for or replaced with articles of the same cost and quality at the college's discretion. Payment for all damage to the buildings or such equipment will be assumed by the sponsoring organization.
- 13.5 At its discretion, the college may require a damage deposit.

13.6 Extra fees will be charged for any unusual requests by any organization.

13.7 All food service will be billed to the sponsoring organization directly by the food service vendor.

13.8 Fees for a site manager assigned to the event by the college will be assessed at \$45 per hour. Fees for all other college personnel assigned to the event by the college will be assessed at \$35 per hour, per person unless otherwise stated as follows.

13.9 The college reserves the right to alter rental fees and other charges as it deems necessary.

**Aquatics Facility — Yearly Rate (includes cost of 2 lifeguards)**

Individual Swim Team Seasonal . . . . . \$12,000/season

**Aquatics Facility — Hourly Rate (includes cost of 2 lifeguards)**

Community/Civic/Service Organizations . . . . . \$135/hour  
 For-profit Organizations . . . . . \$265/hour  
 Individual Swim Team . . . . . \$190/hour

**Athletics Facility — Gymnasium**

College/Community/Civic/Service Organizations . . . . Full Court - \$100/hour  
 Half Court - \$50/hour  
 Quarter Court - \$25/hour  
 For-profit Organizations . . . . . Full Court - \$200/hour  
 Half Court - \$100/hour  
 Quarter Court - \$75/hour

(Aquatics Facility and Gymnasium rentals include the use of locker rooms and showers)

**Athletics Facility — Fields**

College/Community/Civic/Service Organizations . . . . . \$50/field per hour  
 For Profit Organizations . . . . . \$100/field per hour  
 Field Preparation Fee . . . . . \$50

Athletics Facility — Pavilion . . . . .	\$100/hour
Athletics Facility — Tennis Courts	
Seasonal Team Rate . . . . .	\$1,000/season
	8 courts; 3 hours daily; and home matches
Events/Tournaments (8-hours)	
Non-Profit . . . . .	\$375/per event
For-Profit . . . . .	\$750/per event
	• Includes Parking (lot 9)
	• Pavilion Access
	• Lights if requested
Auditorium . . . . .	\$200/hour
	(Includes use of stage and dressing rooms, house lights, stage utility lights and upright piano.)
Classrooms	
General Purpose . . . . .	\$35/hour
Distance Education Classroom . . . . .	\$100 per session (3 hours)
	Line charge – institution to be backcharged actual cost incurred by CCM; transmissions initiated by other institutions from their location would be billed directly by the utility to that institution.
	Technician: \$50 per class session; Proctor: \$30 per hour.
Conference Rooms . . . . .	\$50/hour
Cafeterias (excludes kitchen areas)	
Cohen Hall . . . . .	\$50/hour
Student Community Center . . . . .	\$75/hour
LRC Café . . . . .	\$50/hour
Learning Resource Center	
Multipurpose Room . . . . .	\$100/hour
Gallery . . . . .	\$100/hour
	(A CCM attendant is required for use of the Gallery.)
Lecture Halls . . . . .	\$75/hour
	(Sheffield Hall 100, Cohen Hall 100 and 124, DeMare Hall 118)
Planetarium	
Public Shows . . . . .	\$10/person
School Groups (PreK – 12 . . . . .	\$5/person
Other Groups . . . . .	\$10/person

*Continued . . .*



Student Community Center

- Lounge . . . . . \$60/hour
- Multipurpose Room . . . . . \$50 per section/hour

Media Center

- TV Studio for government/non-profit clients . . . . . \$50/hour
- TV Studio for other outside clients . . . . . \$100/hour
- TV Control Room for government/non-profit clients . . . . . \$50/hour
- TV Control Room for other outside clients . . . . . \$100/hour

**Note:** Technician for TV Studio/Control Room is \$40/hour for government/non-profit clients, \$80/hour for other outside clients.  
 Clients serve as Producer and may supply their own production crew.  
 A technician is required when Studio and/or Control Room are rented.  
 Fee for additional services may apply or when CCM supplies production crew members.

Other

- Unstructured space (including individual parking lots) . . . . . \$100/hour

**Equipment**

- Closed-Circuit TV Playback or Feed . . . . . \$10/hour
- Folding Chairs . . . . . \$0.50 per chair/hour
- Tables . . . . . \$5.00 per table/hour
- Portable Movie Screen . . . . . \$15/hour
- Portable Sound System . . . . . \$15/hour
- Rubber Mats for Gym and SCC Floors . . . . . \$15 per roll/hour  
 (Full Gym Requires 4 rolls)
- Stage Risers and Platform . . . . . \$25/hour
- Portable LCD Projector . . . . . \$20/hour



# Appendix A

## *New Jersey Uniform Fire Code*

Persons who are required to apply for a permit from the Randolph Township Bureau of Fire Prevention under the terms of the New Jersey Uniform Fire Code may find the following helpful:

1. Written explanation of the affair and its purpose is required.
2. A diagram is required indicating the size of the rooms to be used including seating type and arrangement, exit locations, appropriate signs, fire extinguishers, occupancy load, and other safety features deemed necessary by the local fire official.
3. An inspection by the local fire official of any materials or equipment to be included in the affair may be necessary.

4. Documentation of flame resistant ratings which for certain materials or equipment is required.
5. Inspection of the area being used for an activity by fire official prior to the beginning of the activity is likely to be required.

Persons who are subject to the terms of the New Jersey Uniform Fire Code are advised to make application at least one month prior to the event. It would be prudent to allow even more time. Please understand that the college cannot approve use of the facility unless the required licenses are obtained and furnished to the college on a timely basis.

# Appendix B

## *Aquatic Facility Rules and Regulations*

All participants must abide by the following rules and regulations:

1. Individuals using the pool must enter through the locker rooms and **MUST** shower prior to entering the pool.
2. Lockers without locks are available. Individuals are encouraged to bring their own locks. Clothing and other garments may not be left in lockers overnight.
3. Proper swimsuit attire is to be worn at all times (no cutoff shorts or dark shirts.)
4. The college reserves the right to ask bathers to demonstrate their swimming proficiency before being allowed in deep water. The college's test includes swimming one (1) lap using any stroke, then treading water for two (2) minutes.
5. Lifeguards are available at all times to provide overall supervision to insure that safe

procedures are followed. Individuals using the pool must obey the directions of the lifeguards on duty at all times. Lifeguards are authorized to remove individuals who fail to comply with their directions.

6. Swimming is allowed only in designated areas when a lifeguard is on duty.
7. Horseplay, such as running, splashing, shoving or dunking is not permitted.
8. Diving is not permitted. This includes diving or jumping in from the side of the pool.
9. Throwing objects, such as balls, is not allowed.
10. Absolutely no food or beverages are allowed in the pool area.
11. Glass containers are not permitted in the facility.



# Notes:

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**Title IX, Section 504 & Americans with Disabilities Act Compliance**

County College of Morris does not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, age, religion, veteran or marital status, or disability in its employment practices or educational programs. Inquiries regarding compliance with federal or state anti-discrimination laws may be directed to Affirmative Action Officer, Thomas C. Burk 973-328-5037.



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