



## **Rowan College of South Jersey**

### **Administrative Procedure: 5001 USE OF FACILITIES**

#### **General**

The College encourages full and appropriate utilization of campus buildings, facilities, and grounds (“facilities”) by students, faculty, staff, and community organizations for educational, athletic, cultural, community, and recreational purposes.

The College reserves the right to deny the use of facilities to organizations engaged in political activities, profit making ventures, religious ceremonies, or other similar activities. Organizations requesting facilities for social, cultural, or recreational purposes will not be permitted use of the facilities if they deny admission to the general public and/or the College community. Use of College facilities by commercial profit-making organizations will be limited to educational, cultural, and/or civic purposes.

The College provides indoor and outdoor facilities for a wide variety of College programs and activities. In keeping with its objective of serving as a focal point for cultural and educational development, the College will make its facilities available to community groups and organizations whenever possible, within the context of facility use policies and procedures. Non-College users will be charged fees appropriate to the facilities requested.

College activities and College departments and organizations take priority over all other requests for facilities use. No activities will be scheduled that interfere in any way with the normal operation of the College and its academic programs.

#### **Specific Facility Usage**

##### **Athletic Facilities**

The College provides its athletic facilities in support of the mission to educate students, provide intercollegiate sports programs, and encourage healthy recreational opportunities.

The College’s athletic facilities may include gymnasium, baseball and soccer fields, tennis courts, fitness center, and locker rooms.

- Priority Use
  1. All scheduled Physical Education classes have first priority.
  2. Intercollegiate teams have second priority.
  3. Scheduled intramural teams have third priority.
  4. Recreational or community use is on a first-come, first-serve basis.
- General Provisions
  1. Appropriate attire and equipment must be used at all times;
  2. Play is limited to daylight hours for all fields;
  3. Good sportsmanship is observed at all times; and
  4. Permission to use athletic facilities is required of the College.
- Disputes

The Athletic Director is the arbitrator for all disputes on the use of fields, courts, etc. The Athletic Director's decision is final.

Those requesting use of College facilities, to include both internal and external users, must not interrupt or interfere with regularly scheduled College classes, activities, and offices. Users, participants, and attendees must maintain an acceptable levels of sound as not to interfere with RCSJ functions.

### **Assessment of Fees**

Charges for College facilities are assessed as follows:

#### *Internal*

Any organization that is recognized as an integral part of the College, or any of its divisions and departments, including approved student organizations, will normally have free use of College facilities subject to scheduling priorities and the administrative procedures established by the College. Personnel Fees will be charged to such organizations when the College will incur additional costs; e.g., special set-up, security, custodial, maintenance, or other personnel charges.

#### *External*

Any organization that does not qualify above will be charged according to the fee schedule established as well as required to provide appropriate insurance coverage. See fee schedule below. The College reserves the right to discount or waive all or a portion of usage fees for College-related, governmental, or non-profit organizations. An IRS Determination Letter is required for groups to be considered "non-profit".

## Guidelines

1. Requests for the use of College facilities must be made to the Executive Vice President & Chief Operating Officer/Chief Financial Officer (“EVP/COO/CFO”) or designee at least 30 days prior to the requested date in order for the request to be reviewed and approved. Administration may need additional time to process more complex requests.
2. In all cases, one person will be identified on the contract as the person responsible for the function and this individual must be present for the entire duration of the event. Noncompliance will result in denial of future requests.
3. The College is committed to assuring equal opportunity to all persons regardless of race, color, religion, national origin, ancestry, age, sex, or handicap. This policy extends to employment within and admission to the College and is in compliance with all federal laws including Title IX of the Educational Amendments of 1972. No activity on College property will exclude participants because of race, color, religion, or political affiliation by de jure or de facto intent; i.e., activity structured so as to exclude or specifically exclude individuals because of their tenet, creed, or beliefs.
4. Organizations will be advised of the total estimated event fees with receipt of contract signed by the EVP/COO/CFO or designee prior to the date of the event. However, it is the responsibility of the organization representative to know all fees (including all fixed and variable cost estimates) prior to the event.
5. No alterations to existing facilities, or installation of equipment, signs, posters, or decorations on or about College property by any party without the approval of the EVP/COO/CFO or designee will be allowed. No tape, tacks, staples, etc. are to be used on walls and/or furniture. No candles or open flames are permitted, except in the use of chafing dishes or other catering related items where permissible. In the event proper authorization is not received and damage results, the full cost of repair and/or replacement will be charged to the user.
6. Copies of signage, promotional, and/or advertising materials planned to be temporarily placed on College premises or advertised externally must be enclosed with the Facilities Use Form. No advertisement is permitted until a signed contract is processed.
7. All external organizations requesting the use of outdoor facilities, areas, and grounds, including, but not limited to, parking lots will be charged for a College representative who will be present during the event. The College’s representative is in charge of the facility at all times. Organizations are required to make their own arrangements for the removal of trash including the renting of dumpsters when required by the College.
8. The selling of goods and/or services or the solicitation for the sale of goods and/or services is prohibited on campus, unless it is approved by the College’s EVP/COO/CFO.

9. The serving of food and/or beverages is permitted only in those areas of the College designated for such purposes. Users must notify the College, on the Facilities Use Request, if food will be included for the event.
10. Facilities and equipment must be left in a clean and orderly condition. Failure to do so will result in additional charges to the organization.
11. Parking is only permitted in designated parking lots. Handicapped individuals with a valid handicapped permit may park in the designated handicap parking areas.
12. College officials or designated employees cannot be refused admittance to any outside function held on College property.
13. All functions must be in compliance with College fire and safety codes as well as the applicable laws of the state, county, and local governments.
14. Applicants will be limited to the use of the areas specified on the approved Facilities Use Form.

#### **Additional Requirements for External Organizations**

All outside organizations must pay total event fees within 30 days after receipt of invoice. A 50% deposit of all fees may be requested with return of contract.

No use of facilities is permitted until the contract is signed by the EVP/COO/CFO or designee. An authorized representative of the contracted user must maintain a copy of their signed contract during their event to produce upon request of an authorized representative of the College.

The applicant agrees not to sublet or transfer the rights or privileges under an approved contract to any other individual, group or organization.

External organizations are permitted to use only equipment and/or supplies for which permission was granted by the College.

Any outside group requesting to cancel its event may do so without penalty with at least 48 hours notice to the College and by 12 noon on Thursday for weekend events. Any group not giving the proper notice will be charged the full amount of the fee. All external organizations are required to submit proof of insurance at the applicant's expense as follows and to agree to the Indemnity Provision listed on the last page of these administrative procedures:

- ◆ Insurance Requirements: General Liability Insurance unrestricted by endorsement, \$1,000,000 for each occurrence and \$50,000/\$100,000 for property damage

- ◆ **Rowan College of South Jersey** must be listed as an “**additional insured**” on all insurance certificates
- ◆ Insurance Certificates must be received by the College no less than seven (7) business days prior to the event. Organizations that fail to submit a valid insurance certificate at least seven (7) business\_days prior to the event will be prohibited from using College facilities.
- ◆ All insurance coverages must be written by companies authorized to do business in the State of New Jersey. All insurance certificates are subject to the final approval of the Business Office.

### **Prohibitions**

The following restrictions apply to **all** functions for College activities:

- The use of alcoholic beverages and tobacco products on campus is governed by Board Policy. Any person under the influence of alcoholic beverages or illegal drugs will be denied the opportunity to participate in the activity or to be present on College property.
- Smoking or use of tobacco products is prohibited in all College buildings.
- No firearms are permitted on College property except by authorized law enforcement personnel.
- Gambling or other conduct detrimental to College or public interests will not be permitted.
- No College employee may use College facilities for personal gain.

**The College reserves the right to withdraw, at any time, its permission to use College facilities and reserves the right to alter or make such additional procedures from time to time as may be in the public and College interest.**

Facility	Theater, Gymnasium, Large Lecture Hall	Smart/ Partitioned Classrooms	Classroom, Meeting Room	Lobby, Gallery
USER	HOURLY	HOURLY	HOURLY	HOURLY
A	0	0	0	0
B	\$150	\$75	\$50	\$30

Personnel	Custodial/Maintenance	Security	Technician (IT/TD)	Front of House
USER	HOURLY	HOURLY	HOURLY	HOURLY
A	TBD	TBD	TBD	TBD
B	\$65	\$55	\$55	\$35

All fees are subject to change

### **User Classification**

\*Class A: College departments or organizations; County departments or organizations

\*\*Class B: Approved external users

These classifications along with event type and duration, facilities, equipment, personnel, and services requested/used are applied to determine user fees.

### **Indemnity Provision**

**The Lessee (outside/external organization) agrees to indemnify and hold harmless Rowan College of South Jersey (Lessor), including its employees, agents, and trustees from and against any and all actions, claims, demands, losses, and damages arising out of or by reason of Lessee's presence or activities at the Lessor's facilities, or by Lessee's agents, contractors, servants, employees, licensees, invitees, or guests and resulting in any damage, including property damage or personal injuries.**

**Lessee will further indemnify and hold the Lessor harmless against and from any and all claims arising from any breach or default on the part of the Lessee in the performance of any covenant or agreement on the part of the Lessee to be performed pursuant to the Lessor's facility usage policies and procedures, or arising from any act of negligence of the Lessee, or any of its agents, contractors, servants, employees, licensees, invitees, or guests, or arising from the conduct of or management about the Lessor's facilities or from any accident in or about the Lessor's facilities. In the event any action or proceeding is brought against the Lessor by reason of Lessee's use of Lessor's facilities, the Lessee covenants to resist and defend, at Lessee's expense, such action or proceeding. This indemnification will also cover any and all costs, expenses, and fees, including attorneys' fees, incurred by the Lessor incident thereto.**

Area: Facilities

Approved: 07/01/19

Revised: 09/16/25

President's Authorization:



References:

Rowan College of South Jersey Board of Trustees Policy Manual, *5001 Use of Facilities*

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