

Office of Community & Cultural Affairs
Bergen Community College
400 Paramus Road, Paramus NJ 07652

Community Use of College Facilities: Information and Application

As part of its community service function, the College will make available, for occasional use, its facilities to community organizations and agencies for educational, cultural, social, civic and recreational purposes.

GENERAL RULES AND REGULATIONS:

1. ***Application for Use:***
 - a. The completed application should be submitted to the Manager of Campus Facilities Use at least fifteen calendar days in advance of the date of the proposed use. If necessary, the College President shall be contacted before the approval is given, and at the President's discretion, the request may also be presented to the Board of Trustees. (See Application Form – *Appendix Item*)
 - b. For groups using facilities for an event that extends beyond a single day, one application shall be sufficient, provided that all dates and facilities to be used are included on the form.
 - c. No application will be officially considered until the Application Form, Hold Harmless Agreement, and Insurance Certificate and/or Insurance Rider are received. In addition, the College may require additional printed information, such as brochures, pamphlets or fliers describing the organization or the event. (See Insurance Form – *Appendix Item B*)
 - d. Requests for Non-Profit rates must be accompanied by a copy of 501(c) (3) Certification.
 - e. A non-refundable deposit of \$50 shall be required with the application.
 - f. The College requires five business days notice in the event the applicant wishes to cancel its use of a college facility. The College reserves the right to charge the organization for any costs incurred up to that point, or for other costs incurred as a result of insufficient notice.
 - g. The College reserves the right to close in the event of inclement weather or other unexpected emergency. Clients can access the College website (www.bergen.edu) or local media for relevant information.
 - h. Organizations incorporated on a non-profit basis, whether public or private, may apply for the use of the facilities of Bergen Community College at a reduced rate, provided

they are non-discriminatory and their purposes are consistent with the mission of the College and the public interest. As determined by the date, time, and nature of the event, and the College's review of facility and staff availability, this application may be considered. Such organizations may include: educational institutions and organizations, civic groups, charitable organizations, government agencies, youth groups, fraternal organizations, service clubs, and others.

- i. Organizations incorporated on a for-profit basis may apply for the use of the facilities of Bergen Community College, provided they are non-discriminatory, and the purpose of the organization and/or event is consistent with the mission of the College and the public interest. The College reserves the right to determine if the organization's and/or event's purposes are consistent with its own and if the use of College facilities is appropriate. If, in the judgment of the College, this is not so, the College further reserves the right not to extend its facilities to profit making organizations or events.
- j. No organization which has discriminatory policies and/or practices in regard to sex, race, ethnicity, or creed, shall be allowed to use the College facilities.
- k. No organization or event will be accommodated if the College has instructional, administrative, personnel, or other needs that will be compromised should the event take place. All College activities will take precedence over all other requests.
- l. All College rules and regulations must be adhered to.

2. *Disposition of Application:*

- a. It shall be within the discretion of the responsible officer, acting on behalf of the College, to reject an application after consideration of the nature of the organization or event; its consistency with the College's mission; its adherence to established rules and guidelines as defined by the Community Use of Facilities Policy; the College's ability to safely and sufficiently accommodate the event; and any and all circumstances or conditions affecting the request.
- b. The responsible officer shall be authorized to suspend the permission of the application at any time it appears that the regulations agreed upon are not followed. Reinstatement shall be made only after a review of the application by the President and/or the Board of Trustees.

3. *Facilities Regulations:*

- a. A building shall not be opened prior to 7:00 a.m. nor remain open after 11:00 p.m.
- b. The number of College custodial, public safety, technical staff and other personnel will be determined by the College.

4. *Payment for Use:*

- a. All payments for use of facilities shall be made by check, payable to Bergen Community College, and sent to the Controller's Office when bills are received.

5. *Conduct and Compliance:*

- a. Outside groups may not post any advertising on College property, outside or within

- buildings. Only approved directional signage will be permitted in designated areas.
- b. Use of decorations must be pre-approved and must be removed at the conclusion of the program. Organization will be responsible for any damage as a result of installation and/or removal.
 - c. No concession for private profit by an individual may be operated on College property. Vendors affiliated with an event must be pre-approved.
 - d. No other activity, solicitation, or promotion may take place in connection with the event, other than the activity described on the application form.
 - e. Organizations sponsoring events at the College shall not indicate or infer endorsement, sponsorship, or affiliation by the College and may not use the College name other than to indicate location. Organizations interested in co-sponsorship or other formal involvement by the College should indicate this to the responsible officer at the time of the initial inquiry.
 - f. Smoking is prohibited in all College facilities.
 - g. Use of alcoholic beverages (except in designated areas with prior specific approval), use of illegal or controlled substances, disorderly conduct, and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law. Failure on the part of any group to enforce these regulations shall be considered sufficient cause by the College authorities to refuse further use of any College facilities. Organizations using facilities will be responsible for adhering to all regulations. Smoking is prohibited everywhere on campus – inside and outside.
 - h. Any misuse of facilities, destruction of property, etc., shall be indicated by the appropriate College employee in an itemized report submitted to the Public Safety Office. Charges for repairs or replacements may be forwarded to the user as determined by the College.
 - i. *Conduct and Compliance for the Gallery Area (West Hall):*
 - All requests for use of the Art Display Area must be submitted to the responsible officer for approval.
 - Hanging materials must be supplied by the applicant.
 - Applicant is required to use the services of a professional gallery hanger for installation and removal of an exhibit.
 - Cocktail parties and banquets may be held in the art gallery area in connection with an exhibit.
 - All exhibits must be monitored by gallery watchers (can be students).
 - A rider to the College's insurance policy must be added to cover the value of significant or original artwork.

6. Custodial Services:

- a. As required, custodial staff shall be assigned to fulfill tasks required for the event. This custodian shall be a regular College employee assigned by the Director of Buildings and Grounds.

- b. Custodial services to groups shall include only unlocking and locking the building, operation of lights, setting up seating and room arrangements, and normal clean-up. It is not the duty of the custodian to supervise groups or to maintain order, or to setup, remove or transport personal equipment and supplies.

7. *Public Safety Services:*

- a. In any event involving more than one hundred spectators or participants, public safety services must be provided. Only College Public Safety Officers may be engaged, and the number of officers assigned will be at the discretion of the College.
- b. Public Safety Officers will monitor events and insure that College policies are being adhered to. The officers will not assist in the running of an event, or the admission or regulating of activities or participants unless behavior is contrary to the College's rules and regulations.

8. *Technology Services:*

- a. As required, media and audio-visual technology staff shall be assigned to fulfill tasks required for the event.

9. *Food Services:*

- a. Any food &/or beverage service must be provided by the College's contracted vendor only, with outside, direct billing. Menus and price lists are available for review.

USE FEES:

1. The President shall have authorization to raise, adjust, or waive Use Fees based on the operational needs of the College.
2. Rental charges are based on the number and type of College facilities being requested, the date of the request, the hours of use and the impact on College operation.
3. Charges are based on the services and facilities required the impact on, and availability of, staffing, and the day, time, and nature of event. Only College staff may be engaged to provide services and the College reserves the right to determine the number of staff required.
4. Payment of fees (see below) must be made when bills are received from the Controller's Office.
5. Food Services – Any food &/or beverage service must be provided by the College's contracted vendor only, with outside, direct billing. Menus and price lists are available for review.
6. Multi-Use Events – a single flat fee may be charged in lieu of separate rental rates for multiple sites.
7. Contingent compensation arrangements may be agreed upon at the College's discretion.
8. In the event of extenuating circumstances, such as cases of extreme hardship, the College may consider waiving all or part of the rental fees.

9. No fees will be waived for *for-profit* organizations.

10. All fees listed in this application are subject to change.

GENERAL FEES for Paramus Campus, Ciarco Learning Center in Hackensack, and BCC in the Meadowlands in Lyndhurst. [Fees for registered non-profits are noted in parentheses]

Breakdown of Rental Fees

<i>a. Lecture Halls / Meeting Rooms</i>	<i>\$100 (\$60) for 4 hours</i>
<i>b. Classrooms</i>	<i>\$75 (\$50) for 4 hours</i>
<i>c. Student Cafeteria</i>	<i>\$350 (\$180) for 4 hours</i>
<i>d. Gymnasium</i>	<i>\$100 per hour</i>
<i>e. Outdoor Athletic Areas</i>	<i>\$100 per single use</i>
<i>f. Lobby areas, etc.</i>	<i>\$100 per single use</i>
<i>g. Employee Dining Room</i>	<i>\$100 (\$75) for 4 hours</i>
<i>h. West Hall Gallery</i>	<i>\$150 (\$80) for 4 hours</i>
<i>i. Grounds/Parking Lots (when BCC is not in session)</i>	<i>\$150 per single use</i>
<i>j. Computer Labs</i>	<i>\$150 (\$120) for 4 hours</i>

Breakdown of General Personnel Fees (per person)

<i>a. Public Safety</i>	<i>\$35 per hour</i>
<i>b. Buildings & Grounds</i>	<i>\$35 per hour</i>
<i>c. Media Services / Technical Support</i>	<i>\$45 per hour</i>

Theatre Systems Use & Technical Staff Support*

<i>a. Rigging System</i>	<i>\$100 per hour</i>
<i>b. Lighting System</i>	<i>\$75 per hour</i>
<i>c. Sound System</i>	<i>\$75 per hour</i>

** Rental of supplemental equipment/personnel charged at cost plus 10%.*

Theatre Complex

<i>a. Ciccone Theatre (stage, lobby, house, green rm, dressing rm)</i>	<i>\$600 (\$450) for 4 hrs day of show</i>
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(capacity: 293)

- b. Box Office (ushers, house, tickets & advance sale) \$500 for 4 hrs day of show
- c. East Hall Lab Theatre (stage, house, dressing rm, lobby) \$250 (\$180) for 4 hrs day of show
(capacity: 100)

MOSES FAMILY MEETING & TRAINING CENTER RENTAL PACKAGES

Full Day (approx. 8 hrs)

Facility	For-Profit	Not-For-Profit	County	Capacity
Full Conference Room	\$1,600	\$1,000	\$300	300
Divided Rooms (BC, D, EF)	\$600 ea	\$400 ea	\$150ea	100 ea

½ Day (up to 4 hrs)

Facility	For-Profit	Not-For-Profit	County	Capacity
Full Conference Room	\$900	\$600	\$300	300
Divided Rooms (BC, D, EF)	\$350 ea	\$250 ea	\$75ea	100 ea

Includes Amenities:

- Basic media setup: screen, podium, projection & sound systems, laptop computer, internet, VCR/DVD player, white boards, flip charts, markers
- Room setup: theater, classroom, boardroom, banquet, or dais
- Housekeeping
- Security/Public Safety
- Wheelchair accessibility

Not Included:

- Food & beverage service
- Audiotaping, Videotaping, Teleconferencing, Satellite Downlink

****A 25% surcharge will be imposed on facility rental and staffing fees for events scheduled on weekends or at other times when the College is not in full operation.***

FOOD & BEVERAGE SERVICE PACKAGES

SAMPLE ECONOMY PACKAGES:

■ Tea/coffee service for 100 people:
\$130 (add \$33.75 total service charge + \$15 weekend surcharge per staffer)

■ Breakfast for 100 people:
\$260 for coffee service & bagels, cream cheese, butter, jelly
(add \$67.50 total service charge + \$15 weekend surcharge per staffer)

■ Lunch for 100 people:
\$298.75 for Plain Cheese Pizza + \$54.45 for Pitchers of Iced Tea or Lemonade = \$353.20
\$308 for Submarine Sandwiches + \$54.45 for Pitchers of Iced Tea or Lemonade = \$362.45
(add \$90 total service charge + \$15 weekend surcharge per staffer)

■ Dinner for 100 people:
\$1,010 for “Grilled & Chilled” (*add \$135 total service charge + \$15 weekend surcharge per staffer*)

Mixed Baby Field Greens with Tender Marinated Grilled Breast of Chicken Served with a Balsamic Vinaigrette, Pasta Salad, French Dinner Rolls and Butter. Beverages: Coffee, Tea, Decaf or Assorted Sodas

[See Appendices A & B below]

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652
APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

→ Please complete **ALL** items and return with \$50 non-refundable deposit to the Division of Continuing Education, Corporate and Public Sector Training.

Application is hereby made for use of college facilities as stated below. My signature hereon indicates that I am familiar with the regulations and policy (copy attached) of the Board of Trustees and that my organization agrees to observe said regulations and policy.

Specific Facility	Date	Day	Time From – To	# of persons	Brief description of event

Will there be a **fee/admission** charge? ___Yes ___ No Fee: \$_____ For what purpose will this revenue be used? _____

Will **audio-visual** &/or technical support services be required? ___Yes ___No *If yes, please describe:*

Please briefly describe **room set-up(s)** required _____

Additional comments: _____

Will **food/beverage service** be required? ___Yes ___No *[College's caterer must be used and should be contacted directly by client.] If Yes, briefly describe.*

Is the organization incorporated on a **non-profit** basis? ___Yes ___No *[Include 501 (c) (3) Certificate]*

Does the organization have a written policy attesting to **non-discriminatory practices** in all aspects of its operation? ___Yes ___ No

Name of Organization

Name of Applicant (print)

Street Address of Organization

Signature of Applicant

City State Zip

Telephone of Applicant

Telephone of Organization

→ _____
Emergency/Cell Phone of Applicant (REQUIRED)

Email of Applicant

Date of Application

