

**Facilities Available at**

**UNION COUNTY COLLEGE**

**Cranford Campus  
1033 Springfield Avenue  
Cranford, NJ 07016-1599**

**Elizabeth Campus  
12 West Jersey Street  
Elizabeth, NJ 07202-2314**

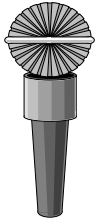
**Plainfield Campus  
232 East Second Street  
Plainfield, NJ 07060-1308**

**FACILITIES RENTAL  
GUIDELINES**





**FOR MORE INFORMATION ON THE  
USE OF UNION COUNTY COLLEGE  
FACILITIES OR TO SECURE AN  
APPLICATION FOR USE  
CONTACT THE  
OFFICE OF MARKETING  
AND COMMUNICATIONS  
AT  
(908) 709-7502**



**AUDIO VISUAL AND MEDIA SERVICES FEE**  
**SCHEDULE**

<b>EQUIPMENT</b>	<b>CHARGE PER 1/2 DAY</b>
Sound System (included in Commons & Theater)	n/c
Additional Podium/Microphone	50.00
Wireless Microphone	50.00
35 mm Slide Projector (wireless control)	45.00
Standard Overhead	45.00
Computer Projection System	450.00
VCR Monitor (VHS)	100.00
VCR/Video Projector	450.00
Satellite Downlink (minimum charge-downlink only)	250.00
Video Camcorder (VHS)	150.00
Classroom Cassette Recorder	45.00
Betacam SP Videocassette Player	200.00
Phone Line	50.00

*It is in the best interest of the people of the Union County College community that College facilities be utilized to the greatest extent possible in pursuit of a wide variety of educational, cultural, athletic, entertainment, recreational, and social programs, provided such use does not disrupt or displace College programs and activities or interfere with the mission of the institution.*

*The purpose of this policy is to provide the framework for the use of Union County College facilities for purposes that are not directly related to its instructional, research, recruitment, or administrative functions, but which enhance the educational environment and provide a service to members of the College community and the public at large.*

***Video production services are also available and quoted on a case by case basis.***

## General Policy Statements Concerning External Use

- It is within the discretion of Union County College to grant permission to use College facilities if the proposed use will not disrupt regular academic programs of the College and is determined to be in the best interests of the College.
- The College reserves the right to limit use of its facilities to only those organizations which are free of discriminatory practices regarding sex, race, creed, age or disability.
- The College reserves the right to determine the number and skill level of personnel needed to staff events using College space.
- The College reserves the right to limit access to the campuses or facilities where attendance would exceed capacity.
- In no case shall external use of College facilities be granted for an event or other activity which promotes partisan political activities or candidates to the exclusion of their opponents. This prohibition shall not preclude the use of College facilities for open public debate of political issues.
- Any exceptions to or deviations from this policy or any other policy regulating the use of facilities must be approved by the President or his/her designee.



## ROOM FEE SCHEDULE

**All charges except for Tennis Courts are for up to 1/2 day (i.e. 4 hours)**

Location	Description	M-F Charge	Saturday Charge	Sunday Charge
Classroom	up to 30 seats	106.00	392.00	496.00
Conference Room	up to 20 seats	126.00	412.00	516.00
Lecture Halls	up to 100 seats	226.00	512.00	616.00
Cafeteria:				
Cranford	app. 300 seats	426.00	426.00	712.00
Elizabeth	app. 100 seats	126.00	412.00	516.00
Plainfield	app. 100 seats	126.00	412.00	516.00
Gymnasium (Cranford)	can be divided	426.00	712.00	816.00
Art Gallery		426.00	712.00	816.00
Theater:				
Cranford	420 seats	526.00	812.00	916.00
Elizabeth	209 seats	526.00	812.00	916.00
Commons (Cranford)		2026.00	2372.00	2416.00
Exec. Educ. Center		226.00	512.00	616.00
Tennis Courts		25/hr	25/hr	25/hr
Parking Lot:				
Cranford		126.00	412.00	516.00
Plainfield		126.00	412.00	516.00
Lawn area (Cranford)		126.00	412.00	516.00
Plainfield Annex	150 seats max.	226.00	512.00	616.00

### **Conduct and Safety**

All organizations granted approval for facility use shall be responsible for the conduct of its participants, patrons, and guests and for compliance with local, state and federal laws, as well as College policy.

### **Use of College Name and Cosponsorship**

Unless otherwise specifically agreed to by the College, event sponsors utilizing College space shall not indicate endorsement or sponsorship by the College in any verbal or written statement.. The College's name may only be used to indicate the location of the event. Requests for cosponsorship must be approved by a member of the College President's Cabinet responsible for supervision and/or management of the proposed College cosponsor.

### **Limitation of Use**

When permission is granted to an organization for use of a College facility, that permission is limited to the approved space only. All existing furniture or equipment located in rooms or buildings utilized by approved organizations must remain intact. No such furniture or equipment may be removed or displaced from its original location, except by permission of the College and under supervision of authorized college personnel.

### **Traffic**

College traffic and parking regulations shall be observed by facilities users at all times. Parking may be restricted to designated areas.

### **Personnel**

The cost of any personnel required by the College to staff events sponsored by facilities users (see General Policies above). will be assumed by the user.

### **Monetary Transactions**

Organizations utilizing College space shall be responsible for their own cash security when charging admission or conducting any activity involving monetary transactions. It is the responsibility of the organization to ensure that any monetary transactions are in compliance with applicable federal, state, and local laws.

### **Cancellation**

Sponsoring organizations using college facilities must notify the College of event cancellation at least one week prior to the scheduled date. The College reserves the right to retain any registration deposit should an organization fail to make timely notification of a schedule change. The College reserves the right to cancel any event upon the service of notice to the user.

### **Food Services**

In connection with their use of College facilities, all users shall be required to secure food and/or beverage services to support their events solely through the College's food service contractor. In no case may food or beverages be supplied from another source without the express permission of the College.

## **Obligations of External Users**

### **FEES**

- Organizations requesting utilization of College facilities will be charged according to the established fee schedule. Organizations may apply to the President for waiver of the fees. A separate determination will be made on each application.
- Use of College facilities does not include use of College equipment unless specifically agreed to by the College. Use of college equipment may require operation by College personnel, the cost for which will be charged in addition to the rental fee.
- An appropriate damage deposit may be required in addition to the rental fees. College facilities shall be examined after use by the organization. The College shall receive prompt payment for any loss or damage incurred during the organizations' use of the facilities. Reimbursement for loss of damage to College property shall be at current replacement value, plus any related costs, including loss of use of facility.
- Additional fees for personnel required to provide supervisory, custodial, security, technical, or other services are approximate and will be finalized upon completion of the event.

### **Application Form and Agreement**

All external users will be required to fully complete and submit an "Application for Use" to College's Office of Marketing and College Communications. Once permission for use is granted, all external users will be required to enter into a written agreement with the College specifying the terms, conditions, and limitations of such use.

### **Insurance**

All external users will be required to provide to the College a certificate verifying the maintenance of comprehensive liability insurance in the amount of \$1 million per occurrence and \$2 million aggregate. Union County College must be named as an additional insured under the user's policy for the day(s) of the event.

### **Indemnification**

All external users will be required to indemnify and hold the College harmless for any damages whatsoever arising from the user's activities conducted in College facilities. The user assumes all responsibility and liability for the requested use and agrees to defend, indemnify, and hold UCC harmless from any and all loss, damage or injury to any person or property arising from use of the facilities

### **Special Licenses**

Licenses which may be required by law in connection with any event are the sole responsibility of the external user.