

# Interim Rowan University Facilities Usage Policy

## Overview

Rowan University seeks to develop and maintain good public relations with organized groups wishing to use University resources.

This policy defines how University and non-university groups, such as organized civic, cultural and service organizations, public school groups and other college and University groups use Rowan University facilities.

In general, the University's internal organizations and clubs have priority over outside requests for facilities use. However, a signed contract established between Rowan University and an external entity will supersede any subsequent requests by internal groups for the same space at the same time.

## Priority Use Policy

The primary purpose of the facilities at Rowan University is to support and accommodate the mission of the University. Therefore, this purpose takes priority over any other request for such use. However, campus facilities may also be used for events, exhibits, conferences or uses that enhance the educational and service programs of the University or that add to the cultural enrichment of the community.

All requests for facilities use must be made through the Conference/Events Office, currently located in room 117A of the Student Center (interim contact Tina Pinocci at 256-4604 or Pinocci@rowan.edu). Permission to use University facilities will not be granted until all necessary forms are completed, specific requirements are met, and all contracts have appropriate University-approved signatures. (See related policy on contracts—Administration and Finance Policies and Procedures.)

The use of all facilities will be allocated or assigned based on the following priorities:

### I. **First priority**

First priority is given to events that fulfill the basic academic mission of the University, including but not limited to activity related to the successful completion of work toward a degree, regular and typical duties of faculty and staff, departmental and college meetings and the like.

*Audience:* Rowan University full or part-time students, faculty, staff, administration.

*Rental charge:* None.

*Insurance liability:* The responsibility of the University.

### II. **Second priority**

Second priority is given to events sponsored by a department or unit of the University which directly plans and supervises the event and which is fully funded by a department account (all expenditures and revenues are managed through the account). Sponsorship cannot be undertaken unless the department or unit is directly and actively involved in and controlling the event as opposed to merely passively participating. Such events must be proposed in writing and must have the approval of the administrator in charge at the level of dean or above. **In addition, all academic requests of this nature must be reviewed by the Academic Affairs Council at least 2 months prior to the event.**

*Audience:* Rowan University full or part-time students, faculty, staff, or administration and members of the community-at-large.

*Rental charge:* All basic costs will be covered by the department as well as all extra costs to the physical plant caused by this event, custodial costs, administrative costs and housing/food services. Facility/room rental discount: 50% off established rates. (Does not include overnight charges)

*Insurance liability:* Required of any outside group coming to campus or any fundraising program that falls outside the normal scope of operations and/or is conducted in order to supplement departmental funds outside the normal budgeting process.

*Contract requirements:* Dependent on the type of event (see Risk Management policy on Use of University Facilities).

Exceptions:

1. SGA Chartered Organizations are not required to pay any fees for use of space unless the event is a major fundraiser for the organization, is a large-scale event in the ballroom that requires equipment (stage/dance floor), or the set-up or event is such that requires additional staffing.
2. University-related business meetings of the unions, University-wide committees, Alumni Board, Foundation and Board of Trustees will not be assessed fees.
3. Any University event in which all revenue is used for scholarships is exempt.
4. Any grant-funded event approved for exception by the Provost. Such exceptions would not include grants from any funding source which can provide indirect costs or costs for essential space or services.

### **III. Third priority**

Third priority is given to events by entities outside the University. These events are planned, managed and funded by an entity outside the University and may or may not have any connection with the University. All aspects of the event are detailed in a contract between the outside entity and the University. Included in this category are activities of University faculty and staff if they are working as independent contractors rather than as University employees.

*Rental charge:* The sponsoring entity will pay a specified external rental rate charge for each facility that is used as well as all related costs (meals, housing, equipment use, administrative costs, labor etc.).

*Insurance liability:* Required of all groups.

*Contract requirement:* Needed.

### **Priority Appeals**

University faculty and staff who question the priority assigned to their event may appeal to their dean or administrative head. If the appeal is denied, that decision is final. If the appeal is supported at that level, it is referred to the division head for consideration. If the division head supports the appeal, it will be reviewed by the Cabinet, which will recommend to the president. All decisions by the president are final.

## General Policies and Procedures

### **Reserving Facilities**

All arrangements for facilities, equipment and services are made through the Office of Conference and Event Services. Departments that are contacted directly by potential clients should refer all calls to this Office. To assure adequate institutional flexibility, no summer event can be scheduled more than two years in advance of its proposed date. Events scheduled during the academic year will be reviewed prior to each semester. In addition, facilities cannot be reserved by groups which owe money to the University.

### **Event Scheduling Request Form/Planning Meeting**

Each group is required to complete an Event Scheduling Request Form and submit it to the Office of Conference and Event Services at least 45 days in advance of the event. Requests are taken on a first-come, first-served basis. Requests made less than 45 days in advance may not be honored or may be assessed a late request charge. Once the event is approved, an in-person meeting will be scheduled.

### **Insurance Requirements**

The University requires that each organization provide at its own expense, Comprehensive General Liability Insurance unrestricted by endorsement, in the amount of \$1,000,000 for each occurrence and \$50,000/\$100,000 for property damage. The Original Certificate of Insurance must be received by the Office of Camps and Conferences at least 30 days in advance of event. The certificate must name Rowan University and the State of New Jersey as Additionally Insured. Note: Some activities that fall within Priority II may require insurance and all activities under Priority III must obtain insurance. For activities that require insurance and where the sponsor has no existing policy, the University may, at its discretion, offer insurance through its existing carrier at the cost established by the carrier.

### **Contracts**

A University contract is required of some events that fall under Priority II and all activities that fall under Priority III. The Office of Conference and Event Services, in conjunction with the Office of the Vice President for Administration and Finance, will determine contract requirements based on Risk Management Policy. University contracts require a minimum of 21 days for preparation. Contracts outline the agreement and terms established between Rowan University and the sponsoring organizations.

### **Financial Settlement**

Arrangement for financial settlement of all charges must be made prior to the group's departure. An invoice will be rendered based on these arrangements and groups will be billed within 30 days of their departure. Accounts not settled within 30 days after an invoice is rendered will be assessed a monthly service charge.

### **Cancellations**

Sponsoring organizations that cancel contract arrangements less than two weeks prior to arrival will be assessed a \$100 administrative fee.

### **Dining Services**

If food is to be served, any group entering into contract with Rowan University must use the campus dining services while on University premises. Exceptions are youth day or commuter camps which have the bag lunch option. The Office of Conference and Events Services will refer all meal negotiations directly to Sodexo Dining Services. The sponsoring organization will schedule a meeting with Sodexo at least 21 days in advance of event to discuss specific needs, menu items and dining times. Prices vary depending on the type of event. In addition, organizations that are not tax exempt will be required to pay a state sales tax on their food. Once the contract has been entered, a deposit (or full payment in advance) will be required. Sodexo reserves the right to establish their own payment terms.

## Fees and Charges

See facility-specific costs/policies outlined below and on the following pages.

### *Conference Housing Rates:*

<b>Residence Hall</b>	<b>Size of Function</b>		
	<b>1-49</b>	<b>50-99</b>	<b>100+</b>
<i>Single night stay</i>			
Single occupancy	25.50	25.00	24.50
Double occupancy	20.50	20.00	19.50
<i>2-5 night stay</i>			
Single occupancy	24.50	24.00	23.50
Double occupancy	19.50	19.00	18.50
<i>6 night+ stay</i>			
Single occupancy	23.50	23.00	22.50
Double occupancy	18.50	18.00	17.50
<b>Apartment (with A/C)</b>			
<i>Single night stay</i>			
Single person in an entire apartment	44.00	43.00	41.00
Single bedroom occupancy (One person per bedroom, two bedroom apt.)	29.00	28.00	27.00
Double bedroom occupancy (Two people per bedroom, two bedroom apt.)	23.50	23.00	22.50
<i>2-5 nights stay</i>			
Single person in an entire apartment	41.00	40.00	38.00
Single bedroom occupancy (One person per bedroom, two bedroom apt.)	27.50	26.50	25.50
Double bedroom occupancy (Two people per bedroom, two bedroom apt.)	21.50	19.50	19.00
<i>6 night+ stay</i>			
Single person in an entire apartment	40.00	39.00	37.00
Single bedroom occupancy (One person per bedroom, two bedroom apt.)	26.50	26.00	25.00
Double bedroom occupancy (Two people per bedroom, two bedroom apt.)	21.00	19.00	18.00

*Note: All rates are per person*

Lost Keys \$75.00 per key

Linens \$7.00 (Standard Package)

The standard linen package includes a one-time charge for two sheets and two towels. Participants must make up their own beds. Additional packages are available upon request.

## Dining Services Rates

1. Athletic Camps/Moderate Menu Rates: \$18 per day per participant plus applicable sales tax.

2. Children's Camps/Budget Menu Rates: \$14 per day per participant plus applicable sales tax.

3. Adult Conference/Premium Menu Rates: Charges to be mutually agreed upon by both parties with an average price range of \$24-\$40 per day plus applicable taxes dependent on the menu and service requirements.

## Labor Costs

### Facilities

Title	Rate per hour
Custodial	\$18
Grounds	\$22
Trades	\$30

### Public Safety

Title	Rate per hour
Guards	\$12
Security Officer	\$15
Senior Security Officer	\$18
Police Officer	\$20
Sergeants	\$26

All charges are based on actual usage and will be provided in detail. Overtime charges may be applied when work is done outside of the normal scope of job or time frame. Charges for extraordinary supplies are additional.

## General Classroom Space

\$15 per hour/minimum 4-hour period for basic classroom set-up

\$25 per hour for Smart Classroom set-up

*Please note: Campbell Library is not available for off-campus groups, with the exception of the Friends of the Library. Groups in Priority I may reserve space through the Dean of the Library.*

## Student Recreation Center Rental Fees

	<b>Profit</b>	<b>Non-Profit</b>
Basketball Court (1)	\$30/hr	\$15/hr
Basketball Courts (2)	\$50/hr	\$30/hr
Basketball Courts (3)	\$75/hr	\$50/hr
Aerobics Room	\$35/hr	\$20/hr
Racquetball Court	\$10/hr/ct	\$5/hr/ct
Track	\$10/hr	N/A

### **Pool**

Swim meets (one-time use)	\$100/hr
Swim meets (multi teams)	\$300/event
General Rental Fee	\$75/hr

### **Diving**

Same prices as above for entire pool

Instruction use, limited rental (2 boards)	\$25/hr
Entire Rec Center Complex	\$400/hr if under 3 hrs \$200/hr if over 3 hrs
High School Project Graduations	\$800–\$1,200 (depending on size of school)
Employee rates: Lifeguard	\$10/hr
Building Manager	\$15/hr

### **Daily Field Use Fees**

Intramural Field and Practice Fields	\$4 per participant per day
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### **Athletic Facilities Rental Fees**

The following is a list of rental fees for selected facilities under the supervision of the Athletics Program and/or the Department of Health and Physical Education.

### **Outdoor Facilities**

<b>Area</b>	<b>Per Contest</b>	<b>Per hour—After 4 hours</b>
Track—with Field	\$500 (use of lights—\$200 per hour additional)	\$100
Football Field	\$2,000 (use of lights—\$200 per hour additional)	\$300
Baseball Field	\$350	\$100
Softball Field(s)	\$350	\$100
Soccer Field	\$350	\$100
Lacrosse—Hockey Field	\$350	\$100

Tennis Courts \$120 per hour

Fees for fields not identified above will be determined by the Departmental Facilities Committee.

### Indoor Facilities

Area	Per Contest	Per hour—After 4 hours
Gyms 1 and 2	\$750	\$100
Gyms 3 and 4	\$25	\$50
Entire Gymnasium	\$1,000	\$250
Fitness Center	\$100 per hour	

Notes:

- “Per Contest”—a period not to exceed 4 hours.
- Where appropriate, locker rooms are included in price.
- Toilet facilities are provided at football stadium.
- Football stadium rental does not include a public address system.

Additional fees including cleaning (i.e., locker rooms/showers), public safety (as necessary), field preparation (i.e., lining, mowing) and other costs of business will be assessed based on type of activity.

### College of Fine & Performing Arts

#### Schedule of Fees

Space Rental Fees: per 8-hour day

Wilson Hall:	Pfleeger Concert Hall	\$500
	Boyd Recital Hall	\$300
	Large Rehearsal Rooms	\$200
	Small Rehearsal Rooms	\$50
Westby Hall:	Large Studio Space	\$150
	Art Gallery	\$150
	Presentation Room	\$100
	Lecture Hall (135)	\$150
Memorial Hall:	Dance Studio	\$100
Bunce Hall:	Tohill Auditorium	\$300
	Studio (Lab) Theatre	\$150

All classrooms: \$10 per hour/minimum 4-hour period

Staffing Rates (4-hour minimums apply in most cases)

Facility Director	\$45/hr
Technical Director	\$45/hr
House Manager/Operations	\$25/hr
Gallery Manager	\$25/hr
Box Office Manager	\$25/hr
Box Office Assistant	\$20/hr

Technician	\$20/hr
Public Safety Officer	\$20/hr
Gallery Assistant	\$17/hr
Gallery Attendant or Usher	\$14/hr
Custodial Fee	\$138.18/day

Additional Costs/Services

Administrative Fee	\$175
Piano Tuning	\$125
Dance Floor Rental	\$200
Followspot	\$75 per event
Dance Floor Tape	\$20 per roll
Grand Piano	\$100
Lighting, Audio and Ticketing Services:	priced on request

Student Center Rental Schedule

Room	Maximum Capacity	3 hrs.	6 hrs.	9 hrs.	12 hrs.
144A	22	\$30	\$60	\$90	\$120
144B	23	\$30	\$60	\$90	\$1.20
144C	23	\$30	\$60	\$90	\$120
144D	22	\$30	\$60	\$90	\$120
144 Total	90	\$120	\$240	\$360	\$480
Owl's Nest	135	\$130	\$260	\$390	\$520
Owl's Nest and 144 Total	225	\$250	\$500	\$750	\$1,000
128	25	\$35	\$70	\$105	\$140
129	45	\$60	\$120	\$180	\$240
203	18	\$35	\$70	\$105	\$140
221A	40	\$35	\$70	\$105	\$140
221B	40	\$35	\$70	\$105	\$140
221C	40	\$35	\$70	\$105	\$140
221 Total	120	\$105	\$210	\$315	\$420
Cafeteria	475	\$190	\$380	\$570	\$760
Rathskellar	200	\$75	\$120	\$175	\$250
Multipurpose Room	200	\$75	\$120	\$175	\$250
Rat/MPR Total	400	\$150	\$240	\$350	\$500

*Audio Visual Equipment: Additional charges will be applied per request.*

## Ballroom Rental Schedule and Fees

	0 to 4 hours	4 to 8 hours	8 to 12 hours
Priorities I & II			
Chartered Student Organization			
Ballroom A or B (1/2)	n/c *	\$20	\$30
Entire Ballroom w/reception area	n/c*	\$40	\$60
All others in Group I & II			
Ballroom A or B (1/2)	n/c*	\$50	\$75
Entire Ballroom w/reception area	n/c*	\$100	\$150
Priority IIIA (University connection)			
Ballroom A or B (1/2)	\$210	\$350	\$490
Entire Ballroom w/reception area	\$420	\$700	\$980
Priority IIIB (no University connection)			
Ballroom A or B (1/2)	\$300	\$500	\$700
Entire Ballroom w/reception area	\$600	\$1,000	\$1,400

*\* Priorities I & II will be required to pay a \$100 reservation/damage deposit for every event when the reservation is made.*

*\* Priority III will be required to pay a \$200 reservation/damage deposit for every event when the reservation is made.*

- Fees above include one basic set: tables, chairs (set-up time of one hour included in block)
- Additional fee for stage and/or dance floor required @ \$100 each or \$ 150 for both
- Events requiring set-up/breakdown of tables & chairs only will be assessed one extra hour.
- Full set-up/breakdown will be assessed two additional hours. Full set-up includes stage and/or dance floor in addition to tables and chairs.
- Re-set of room during event—additional \$50 fee
- Events scheduled on Saturday and Sunday—additional \$100 fee
- AV Tech fee to be determined when scheduled
- For Priorities I, II, and IIIA, 100 percent of rental fee is due two weeks prior to date of event
- For Priority IIIB, 100 percent of the rental fee is due 30 days prior to date of event

### Cancellation Policies

- Reservation/damage fee for Priorities I & II will be refunded if event is cancelled more than 30 days ahead.
- Reservation/damage fee for Priority III is forfeited if event cancelled.
- Rental fee for Priorities I, II, and IIIA will be refunded if reservation is cancelled two weeks prior to event. If event is cancelled less than two weeks prior the fee will be forfeited.
- Rental fee for Priority IIIB will be refunded if event is cancelled 30 days prior to the event. If event is cancelled less than 30 days prior, the fee will be forfeited.