



Vernon Township Department of Community Affairs (Recreation)  
 21 Church Street, Vernon, New Jersey 07462  
 Phone 973.764.4055 ext. 2261



Information Checklist

**Please use this as a check list to make sure your application is complete and include this with your packet.**

Name of applicant/organization \_\_\_\_\_

Security deposit of \$1000.00

Certificate of liability insurance listing Vernon Township

Proof of 501-3(c) status from IRS if applicable

Fee Schedule as per Vernon Township Ordinance 19-19 (Vernon Township sanctioned sports are exempt)

**Field Use**

\$100.00/hr for all not non-profit users.

\$75.00/hr for non-profit users.

**Lights**

\$75.00/hr in addition to field use charges for all not non-profit users.

\$25.00/hr in addition to field use charges for non-profit users.

**Please attach the following:**

- **All** games schedules, times and fields
- **All** practices schedules, times and fields
- League and/or Organization By-Laws
- List of coaches receiving extended light and turn off privileges
- List of Officers with cell numbers, e-mail addresses & certifications
- List of all registered participants, addresses and phone numbers
- Signed Field Request Form
- Signed Vernon Township Facilities and Park Rules
- If requesting School Fields, you must also submit a separate BOE Use Form for *each applicable school* to the Vernon Township BOE. Please include a copy with this packet – all permits are then issued from the Department of Recreation.

Do you conduct a Criminal History Background Checks for all volunteers? Yes No

Do you certify your coaches & all volunteers? Yes No

What type of certification do your coaches have? \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

(Please include name of certification & expiration date, if applicable)

**CERTIFICATION:**

*By signing below, I hereby certify that the information on this checklist and attached to it is complete and accurate. I also acknowledge that if this information is incomplete or inaccurate that my organization and/or team(s) may be suspended from using the Vernon Township Recreation facilities until it is completed and/or the inaccuracies are corrected.*

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date