



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 _____

Main contact to be shared publicly _____

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 practice & game 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
- 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.

As per Vernon Township Ordinance 11-21, Criminal background checks are required for any coaches, assistant coaches or adults in position of authority or control of youth participants under the age of 18 no less than every four years, showing no convictions for crimes or offenses set forth in N.J.S.A. 15A:3A-3.

Do you certify Criminal History Background Checks have been conducted as applicable? Yes No

All youth sports are required to complete Rutgers Safety Course <https://youthsports.rutgers.edu/safety-clinic-courses/> and strongly encouraged to institute a formal code of conduct in accordance with the provisions of NJ Stat. § 5:17-2 P.L. 2002, Chapter 74 (https://nj.gov/lps/model_athletic_code.pdf).

Do you certify your coaches & all volunteers? Yes No

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