



VERNON TOWNSHIP PUBLIC SCHOOLS
USE OF FACILITIES/FIELD USE FORMS

2026 - 2027

DATE _____

Use of Fields (circle one): WRS CMPS RHPS LHS GMMS VTHS

REMINDER

Nonprofit organizations will be charged Custodial Fees if they use the building when custodians are not working their regular hours (Weekends/Holidays/Etc.) Additionally, for-profit organizations will be charged Custodial Fees both when custodians are working during regular hours and outside of regular hours. Please see the attached fee schedule.

IMPORTANT: APPLICATION FOR USE OF SCHOOL FACILITIES MUST BE SUBMITTED TO THE BOARD OFFICE NOT LESS THAN 4 WEEKS BEFORE THE DATE OF REQUESTED USE.

Name of Organization _____

Name of Sponsor or Officer _____

Facility Requested _____

SCHOOL

AREA (Gym/Café/Aud/Etc.)

Purpose _____

Dates of Use _____ Time Requested _____

Admission Charge _____ Disposition of Proceeds _____ Est. Attendance _____

Sponsor understands and will abide by the regulations of the Board of Education for use of school facilities and that any infraction may cause immediate cancellation of the use of the school facility. The sponsor shall be responsible for and shall pay for any and all damage to school district property arising from sponsor's use of the facilities, and shall defend, indemnify and hold harmless the school district from all claims, losses, damages, and expenses (including reasonable attorneys' fees) resulting from accident, theft, personal injury, property damage or any other cause arising from sponsor's use of the facilities, except to the extent caused by the school district's gross negligence or willful misconduct.

Signature of Sponsor _____ Date _____

Print Name of Sponsor _____

Address of Sponsor _____

Sponsor Telephone Number _____

Email Address of Sponsor _____

Sponsor Cell Phone Number _____

A Certificate of Insurance **NAMING THE VERNON TOWNSHIP BOE AS AN ADDITIONAL INSURED** must be attached or on file at the Board Office before approval is granted. Vernon Township Board of Education must be named as an additional insured on a primary and non-contributory basis. Furthermore, the certificate must include a waiver of subrogation. Every School has a list of organizations that have insurance certificates on file. Please check with the facility you are requesting.

PLEASE SEE REVERSE SIDE

DISTRICT USE ONLY

Application # _____ Users: Class I _____ Class II _____ Class III _____

Approved _____ Building Principal _____ Date _____ Certificate of Insurance Attached _____ On File _____

Approved _____ Superintendent _____ Date _____ Not Approved _____ Reason _____

Approved _____ School Board Administrator _____ Date _____ Not Approved _____ Reason _____

Deposit Received _____ Total Due _____ Payment Received _____

A security deposit of \$250.00 is due at least 14 days before the event date. This deposit will be returned within 30 days after the event, less any deductions for damage, additional cleaning, or other charges incurred. The deposit requirement may be waived for organizations at the district's discretion. Checks should be made payable to **Vernon Township Board of Education** and mailed to PO Box 99, Vernon, NJ 07462.

REMINDER: PLEASE FILL OUT AGREEMENT TO HOLD HARMLESS ON PAGE 2 WITH TWO SIGNATURES BEFORE SUBMITTING FOR APPROVAL

Business Office Use ONLY: **Custodial Charge** **Recreation Department FYI**

Please note the following conditions regarding your request to use Vernon Township Public School Facilities.

1. Food and drink **ONLY** permitted in school cafeteria. **NO EXCEPTIONS.**
2. Appropriate number of adults must be provided to supervise participants in the event at all times.
3. Requests to use special equipment and/or areas must be specifically stated at the bottom of this form.
4. **High School Auditorium use:** All such permitted uses require the presence of at least one sound and light technician from Vernon Township High School. Arrangements for payment of these technicians will be made directly between the sponsor organization representative and the individual technician. Payment to the individual **MUST BE MADE AT LEAST 7 BUSINESS DAYS PRIOR TO THE EVENT**, i.e., practice and/or performance.
5. In the event of a conflict in scheduling, it is understood that school activities will have priority over all other applications.
6. Persons requesting use of any school facility should note that if approved, the use of building is for the specific date(s) requested for the event. If additional days, hours, etc., is required for set up, rehearsals, etc., these additional requirements must be made a part of the original request. Failure to indicate the need for additional time could jeopardize the original approval.

AGREEMENT TO HOLD HARMLESS

All users are required to maintain, in addition to any insurance required by law, Commercial General Liability Insurance, including premises liability, personal injury liability, and contractual liability coverage, in an amount not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The Vernon Township Board of Education must be named as an additional insured on this policy. A certificate of insurance as described must be provided before the facility is used. Failure to enforce the required production of the certificate will not void users' obligation to provide the insurance as aforesaid. In addition, by making this application, user agrees, that should this application be granted, user will indemnify, hold harmless, and defend the District against any and all demands, claims, damages, fees, cost and liabilities of any kind (including but not limited to attorney's fees) to the fullest extent permitted by law. Solely at the discretion of the district, the insurance certificate may be waived and replaced in total with the hold harmless and indemnity agreement in this paragraph.

Date _____ Signature _____

Date _____ Signature _____

TWO AUTHORIZED REPRESENTATIVES MUST SIGN FOR ALL ORGANIZATIONS

Youth Sports Teams Organizations

Vernon Township Board of Education shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the district, as applicable, with the following:

1. Proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence, insuring the youth sports team organization against liability for any bodily injury suffered by a person;
2. A statement of compliance with the school district's policies for the management of concussions and other head injuries.

As used in this section, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a school, county or municipal recreation department.

I/We agree to comply with the school district’s policies for management of concussions and other head injuries.

Date _____ Signature _____

**GUIDELINES FOR USE OF VERNON TOWNSHIP SCHOOL DISTRICT
BUILDINGS AND/OR FIELDS**

Permission to use any portion of a building and/or any school district field must be officially granted on a “Use of School Facilities” Form. Such Permission carries with it the following understandings:

1. No alcoholic beverages are permitted on any school property at any time.
2. Use of open flames, including candles, is strictly prohibited.
3. Motorized vehicles such as all-terrain vehicles, motorcycles, motor scooters, etc., are not permitted on any school property.
4. Persons responsible for requesting use of school facilities are responsible for adequate crowd supervision to prevent vandalism and injury according to the following schedule:

IF OVER 150 PEOPLE IN ATTENDANCE:

Sponsor must have present:

- 2 Policemen (fee available from police) or two RPOs
- 1 Fireman (fee available from fireman) For indoor activities
- 2 Custodians (minimum)
- Type 1 fire permit for indoor activities of non-school-related organizations

100 - 150 PEOPLE IN ATTENDANCE:

- 1 Policeman (fee available from police) or one RPO
- 1 Fireman (fee available from fireman) For indoor activities
- 1 Custodian (minimum)
- Type 1 fire permit for indoor activities of non-school-related organizations

Payment must be made directly to the police officers and firemen prior to the use of the facility. If payment is not received by the Police/Firemen prior to the event, the BOE reserves the right to cancel.

The Fire Marshal can be reached at firemarshal@vernontwp.com or 973-764-4055 ext. 2271 to request a fireman for your event and any required permit. The Vernon Township Police Department may be contacted directly to schedule Special assignments at 973-764-6155. **Payment to Police and Firemen must be made prior to building/field use.**

1. Littering is strictly prohibited. Users must ensure all trash is properly disposed of in the provided receptacles. Users will be charged a cleanup fee of \$150 per hour if the District must remove improperly disposed trash or debris. Repeated violations may result in loss of facility use privilege.
2. Compliance with the latest CDC Guidelines for Sports Activities under the current NJ Governor’s Executive Orders **IS REQUIRED.**

SPECIAL REQUIREMENTS – SCHOOL DISTRICT FIELD USE

1. No fields may be used when they are wet or when field conditions are deemed unsuitable by the School District in its sole discretion. The School District’s determination regarding field conditions and usability shall be final and binding. Users who damage fields through unauthorized use during unsuitable conditions shall be responsible for all repair costs and may lose future facility use privileges.

2. Any cancellation of school outdoor activities will mean all field use is cancelled.
3. Under no circumstances may any field be played on in rain, sleet, snow or if the ground is wet from a prior rain or other precipitation that occurred any time during the scheduled use day or if there is any standing water on the fields.
4. Each building principal is responsible for the care of fields, and the principals, in conjunction with the Athletic Director, will make the decision as to whether or not fields are suitable for play.
5. Any cancellation of field use occurring on a school day will be announced at the end of the school day.
6. **Any cancellation of use of fields for a Friday activity automatically cancels use for the following Saturday. It is the responsibility of the sponsor of the outside organization to verify with the appropriate school whether the fields are usable.**
7. In the event that weather conditions develop during the day of the scheduled use, and the School District has not cancelled use, the requesting group **MUST** appoint a responsible person to immediately cancel scheduled use.
8. Conflicts in use may develop with scheduled or “make-up” games, especially at the high school; representatives of Vernon Recreation, Little League, etc., must confirm availability of fields, especially during the spring season, with the High School Athletic Director.
9. Pitching and batting practice are to be restricted to the clay areas of the field.
10. Warm-up (throwing and catching) prior to infield practice or game is limited to the outfield area.
11. The grass portion of the infield must be preserved.
12. Receptacles for bases are to be left free of dirt. The Little League may want to consider using the “Hollywood” bases that insert into the receptacles already in place on the fields.
13. Fields are available only after the conclusion of all school district games and practices.

