



**VERNON TOWNSHIP PUBLIC SCHOOLS**  
**USE OF FACILITIES/FIELD USE FORMS**

**2024 - 2025**

DATE \_\_\_\_\_

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

**NOTE: ALL ORGANIZATIONS (non-profit and private gain) will be charged Custodial Fees if they use the building when custodians are not working their regular hours (Weekends/Holidays/Etc.) PLEASE SEE ATTACHED FEE SCHEDULE.**

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 assume full liability for any and all damage to school district property, and for all claims resulting from accident, theft or any other cause.

Signature of Sponsor \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Sponsor \_\_\_\_\_

Address of Sponsor \_\_\_\_\_

Sponsor Telephone Number \_\_\_\_\_

Email Address of Sponsor \_\_\_\_\_

Sponsor Cell Phone Number \_\_\_\_\_

**Certificate of Insurance NAMING THE VERNON TOWNSHIP BOE AS ADDITIONAL INSURED, must be attached, or on file at the Board Office, before approval is granted 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 \_\_\_\_\_ Certificate of Insurance Attached \_\_\_\_\_ On File \_\_\_\_\_  
Building Principal Date

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Reason \_\_\_\_\_  
Superintendent Date

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Reason \_\_\_\_\_  
School Board Administrator Date

Deposit Received \_\_\_\_\_ Total Due \_\_\_\_\_ Payment Received \_\_\_\_\_

**A deposit of \$250.00 is due within ten days of receipt of approved application. Checks should be made payable to Vernon Township Board of Education and mailed to PO Box 99, Vernon, NJ 07462. (This is not applicable to non-profit organizations).**

**\* 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 IMMEDIATELY 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, Comprehensive Liability Insurance, in an amount not less than \$1,000,000 per occurrence. 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 in this paragraph.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

**\*TWO AUTHORIZED REPRESENTATIVES MUST SIGN FOR ALL 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 organizations 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.

All users further acknowledge, understand and agree that:

- 1) The CDC and NJDOH have determined that the PANDEMIC ILLNESSES are highly contagious viruses, diseases and medical conditions.
- 2) Exposure to or infection from these PANDEMIC ILLNESSES may cause serious permanent bodily injury, including respiratory failure, cardiac arrest, and death in healthy persons of all ages.
- 3) These PANDEMIC ILLNESSES are new. The standards and recommendations on how to prevent and protect against the risk of exposure to infection and the spread of these PANDEMIC ILLNESSES continues to change as more data becomes available.

- 4) These PANDEMIC ILLNESSES presently exist and remain prevalent throughout all areas of the State of New Jersey and continue to infect persons and spread throughout all counties and local communities, including the residents of the Vernon Township Board of Education.
- 5) These PANDEMIC ILLNESSES have a high probability of spreading to person(s) who are either in direct contact with, or in close proximity to (within about 6 feet or 2 meters) an infected person.
- 6) The CDC and NJDOH believe these PANDEMIC ILLNESSES are most likely to spread from person to person by droplets produced into the air when an infected person coughs, sneezes, talks or otherwise moves air out through their nose and mouth; and from touching/contacting surfaces on which droplets containing the virus exist.
- 7) There are vaccinations(s), immunization(s) available or soon to be available for these PANDEMIC ILLNESSES that may or may not prevent Pandemic Illness.
- 8) The CDC and the NJDOH maintain that the best way to prevent and protect against infection and/or spread of these PANDEMIC ILLNESSES is to self-quarantine and to avoid contact with other individuals, large gatherings and spending time in public places and buildings.
- 9) The Vernon Township Board of Education makes its facilities available to Township and non-Township owned or controlled organizations that offer to the public the option of participating in or attending a variety of indoor and outdoor physical, social and educational programs and activities, including competitive and non-competitive sports and sporting events, organized leagues, day camps, games and instructional/training programs and camps (“RECREATION PROGRAM(S)”) which are essential to the social, physical, educational and character development and the mental and physical health of the public.
- 10) Attending or participating in any PROGRAM on or at a District property or facility poses an inherent risk of infection and a heightened risk of injury from and exposure to these PANDEMIC ILLNESSES regardless of the measures taken by the District: (i) to avoid close contact with other persons, including infected persons; (ii) to disinfect District facilities, equipment and public property; and (iii) to discover, contact trace, and quarantine infected persons and/or persons exhibiting signs and symptoms of infection of these PANDEMIC ILLNESSES.
- 11) Attending and/or participating in any PROGRAM at a District owned property or facility may also increase the risk of exposure to these PANDEMIC ILLNESSES and further the further spreading of these PANDEMIC ILLNESSES to other family members, PROGRAM PARTICIPANTS, and third persons.

By signing this WAIVER, I/WE do further acknowledge the contagious nature of these PANDEMIC ILLNESSES, and that an inherent and heightened risk of danger to infection and exposure to these PANDEMIC ILLNESSES exists for all PROGRAM PARTICIPANTS, persons and other participants attending any PROGRAM on or at District property or facilities at this time. I/WE acknowledge and agree to voluntarily assume all risks that I/WE, the PROGRAM PARTICIPANT(S), and our other family members(s) may be exposed to or infected by these PANDEMIC ILLNESSES by attending or participating in any PROGRAM at a District property or facility; and that such exposure or infection may result in personal injury, illness, permanent disability, and death. I/WE understand that the risk of becoming exposed to or infected by these PANDEMIC ILLNESSES at an event at a District property or facility may result from the actions, omissions or negligence of myself an others, including, but not limited to the District officials, officers, employees, and volunteers; and other participants/attendees of the PROGRAM and their families.

I/We voluntarily agree to assume all of the foregoing risks, and do accept sole and complete responsibility for any and all injuries, damage(s) and other losses to the PARTICIPANT(s), my/our other dependent(s), the other members of my/our family, and/or to myself/ourselves for attending or participating including for all bodily injuries, disabilities, permanent disabilities, deaths, illnesses, damages, losses, claims, demands, liabilities, medical treatment and expenses, attorney’s fees, costs of suit and/or expenses of any kind that is incurred in connection with attending or participating in any PROGRAM at a District property or facility.

I/We understand and agree that this waiver and release includes any and all claims based on the actions, omissions, or negligence of the district, governing body members, officers, employees, agents, volunteers and representative, regardless of whether infection from these pandemic illnesses occur before during or after participation and/or attendance in any recreation programs(s)

**\* Please sign off that you have read the above.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

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 in order 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)  
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)  
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 facility. If payment is not received by the Police/Firemen prior to the event the BOE reserves the right to cancel.**

The Fire Commissioner is Mr. Dan Gros and he can be reached at [firecommissioner@vernontwp.com](mailto:firecommissioner@vernontwp.com) to request a fireman for your event and any required permit. The Vernon Township Police Department may be contacted directly to schedule Specials at 973-764-6155. **Payment to Police and Firemen must be made prior to building/field use.**

5. Littering is Not Permitted at any time. All trash must be placed in the receptacles provided.
6. Compliance with the latest CDC Guidelines for Sports Activities under the current NJ Governor’s Executive Orders **IS REQUIRED.**
7. Hours are “DAWN TO DUSK”, no evening field use is permitted.

**SPECIAL REQUIREMENTS – SCHOOL DISTRICT FIELD USE**

1. No fields may be used when they are wet. The School District decision will prevail.
2. Any cancellation of school outdoor activities will mean all field use is cancelled.
3. Under no circumstance 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 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 is 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 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 in the receptacles already in place on the fields.
13. Fields are available only after the conclusion of all school district games and practices.

**VERNON TOWNSHIP PUBLIC SCHOOLS**  
**USE OF BUILDING AND GROUNDS FEES FOR 2024 – 2025**

**CUSTODIAL CHARGES (PER HR.):**

Weekdays/Saturday: \$45.00  
 Sunday/Holidays: \$60.00

**PROFIT ORGANIZATION/PRIVATE GAIN**

See Board Policy #7510

**Regular Custodial Hours:** WRS (M - F from 7:00 am – 7:00 pm)  
 CMPS (M - F from 7:00 am – 12:00 am)  
 RHPS (M - F from 7:00 am – 11:00 pm)

LHS (M - F from 6:00 am – 11:00 pm)  
 GMMS (M - F from 6:00 am – 11:00 pm)  
 VTHS (M - F from 5:30 am – 1:00 am)  
 Saturday from 7:00 am – 3:00 pm)

\* Contact school for custodial hours during the summer

The charge of a minimum of one additional hour will be added to the cost of actual hours used by the organization for opening, cleaning and locking up. Checks or money orders are to be made payable to **VERNON TOWNSHIP BOARD OF EDUCATION**, 625 Route 517, P.O. BOX 99 VERNON, NJ 07462.

**SOUND AND LIGHT PERSON OR MUSIC PERSON AS DESIRED:**

Weekdays: \$55.00 per hr. plus 1/2 hr. set up and 1/2 hr. take-down charges.  
 Saturdays: \$60.00 per hr. plus 1/2 hr. set up and 1/2 hr. take-down charges.  
 Sundays: \$65.00 per hr. plus 1/2 hr. set up and 1/2 hr. take-down charges.

**Payment is to be made directly to the individual doing the work PRIOR to the performance.**

**FOOD ARRANGEMENTS:** Arrangement for Food Service is to be made with the District’s Food Service Department at 973-764-2876, and payment is to be made directly to Vernon Township BOE – Cafeteria Account. Sponsor **MUST** contact the District’s Food Service Department for use of **any** kitchen facility, including partial or limited use of **any** kitchen facility.

**The following fees are payable to Vernon Township Board of Education:**

Auditorium High School	\$650.00	Classroom (Reg. all Schools)	\$100.00	VTHS Cafeteria	\$350.00
Black Box Theatre	550.00	Multi-Purpose Room CMPS	300.00	VTHS. Gymnasium	350.00
Lighting System	100.00	Multi-Purpose Room WRS	300.00	VTHS Stadium	550.00
Public Address System	100.00	Multi-Purpose Room RHPS	300.00	All Fields	300.00
Concert Grand Piano	100.00	Multi-Purpose Room LHS	300.00	(other than VTHS Turf Field)	
Regular Piano	60.00	Multi-Purpose Room GMMS	300.00	Turf Field	
Sound/Light/Music Person (see above)		Dumpster (prevailing rate)		Daylight Hours	\$75.00 per hour
				Night Hours	\$125.00 per hour (for use of lights)

Unless otherwise specified, rates listed above are on a daily/performance basis.

**SPECIAL REQUESTS - (Piano/Furniture/Light & Sound Technicians, etc.):**

The rental fee schedule applies to performances or actual productions at which a fee is charged for admission, or at which, profit or gain is the intent. For rehearsal use, practice use, or preliminary use at which there is no audience or spectators, or fee or profit intent, the rental is 50% of the rental schedule as listed.

The fees and conditions have been reviewed and the sponsor(s) agree to pay accordingly.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date