



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

**2020 - 2021**

DATE \_\_\_\_\_

**Use of Fields (circle one):**   **WRPS**       **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 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 # \_\_\_\_\_

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.**

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. For and in consideration of the Board of Education of the Vernon Township School District, in the County of Sussex, and the State of New Jersey, permitting us, the undersigned, to use school premises and facilities, we hereby agree to hold harmless the said Board of Education of the Vernon Township School District and the School District from any and all claims, suits, liabilities, litigation or proceedings of any kind or nature, against said Board of Education of the Vernon Township School District or the District for theft, injury, or damage whether alleged or sustained, by any person, firm or corporation, arising out of the use of said premises and facilities, and we further agree to indemnify the Board of Education and/or the Vernon Township School District from and against all costs, counsel fees, expenses and liabilities incurred as a result of any such claims or any action or proceedings brought thereon. With respect to use of the facilities for any athletic activity, all users will be supplied a copy of the Board of Education's policy on concussion testing and return to play. The user agrees and certifies that it will comply with this policy for the management of concussions and other head injuries.

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

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

**\*TWO AUTHORIZED REPRESENTATIVES MUST SIGN FOR ALL ORGANIZATIONS**

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

**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 ATTEND:**

**Sponsor must have present:**

- 2 Policemen (fee available from police)
- 1 Fireman (fee available from fireman)
- 2 Custodians (minimum)

**BETWEEN 100 - 150 PEOPLE ATTEND:**

- 1 Policeman (fee available from police)
- 1 Fireman (fee available from fireman)
- 1 Custodian (minimum)

**PAYMENT MUST BE MADE DIRECTLY TO THE POLICEMEN AND FIREMAN 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 Marshall is Mr. Lou Tosto and he can be reached at 973-764-4055 ext. 2271, for the scheduling of Firemen. 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.

**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 OR NOT 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 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 2020 - 2021**

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

Weekdays/Sat.: \$36.75  
 Sun./Holidays: \$48.99

**Regular Custodial Hours: WRPS (M-F from 7:00 am – 11:00 pm)**  
**CMPS (M-F from 6:00 am – 11:00 pm)**  
**RHPS (M-F from 7:00 am – 11:00 pm)**

**PROFIT ORGANIZATION/PRIVATE GAIN**

See Board Policy #7510

**LHS (M-F from 6:00 am – 11:00 pm)**  
**GMMS (M-F from 6:00 am – 11:00 pm)**  
**VTHS (M-F there is round the clock coverage**  
**Saturday from 8:00 am – 4:00 pm)**

\* **Contact school for custodial summer hours**

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, 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 Sodexo, Inc. (Maureen Remner at 973-764-2876), and payment is to be made directly to Sodexo, Inc. Sponsor **MUST** contact Mrs. Remner 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	-H.S. Cafeteria	\$350.00
-Black Box Theatre	550.00	-Multi Purpose Room C.M.	300.00	-H.S. Gymnasium	350.00
-Lighting System	100.00	-Multi Purpose Room W.R.	300.00	-H.S. Stadium	550.00
-Public Address System	100.00	-Multi Purpose Room R.H.	300.00	-All Fields	300.00
-Concert Grand Piano	100.00	-Multi Purpose Room L.H.	300.00	(other than HS Turf Field)	
-Regular Piano	60.00	-Multi Purpose Room G.M.	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.

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