

Village of Vernon Parks & Recreation Reservation Form

Please Contact the Vernon Recreation Department @ 262-470-5187 or Email: mzolecki@villageofvernonwi.org

Eligibility Requirements

1. Village of Vernon Park and Recreation Teams will have priority of athletic fields. Groups and teams wishing to utilize fields on an ongoing basis may do so with prior scheduling approval once the Village has completed their scheduling.
2. Teams with coaches/players who are Village of Vernon residents will have priority over non-resident teams.
3. Application must be completed by an individual who is at least 21 years of age who will assume primary responsibility for compliance with facility/park rules.
4. Liability insurance coverage is required for group/team/Organization use only, not individuals.

No alcohol use or consumption is allowed unless approved by the Vernon Village Board and a liquor permit is issued.

Reservations

Reservations are accepted, on a first come, first served basis, beginning the first regular business day after January 1st. A Security Deposit Fee and completed Parks & Recreation Reservation Form are required at the time of reservation. Final payment of all fees and proof of insurance is required thirty (30) days prior to the first approved booking date of the rental. The form and all payments shall be submitted in person at the Parks & Recreation Office.

Fees and Charges

non-profit organizations are exempt from rental fee

Weekday (3 hour time slot) \$40.

Field prepping is an additional \$40. Total \$80.

Weekend/Holidays (2 hr. time slot) \$40.

Field prepping additional \$60. Total \$100.

Deposit \$75. – One Time Use

Deposit \$200. – Required for the season

Deposit \$250 + Field Charge – Weekday

Deposit \$500 + Field Charge – Weekend/Holiday

Weekdays/Weekends/Holidays

Pavilion Fee: \$25. + Deposit: \$75.

Vernon Village Facility: \$100. + Deposit: \$75.

NO REFUNDS ONCE DATES ARE APPROVED

Weather Cancellations

Village staff shall make determination whether or not field conditions allow for field use. Following the start of the field use it is the responsibility of the organization scheduled for the field to make the decision as to whether or not deteriorating field conditions allow the game to continue. If continued use of the field in inclement conditions create excessive wear or damage to the fields, the Village may invoice the organization for repair cost. Rain cancellations may be rescheduled at no additional cost, except for the cost of field prepping if occurred. Games will be rescheduled on space available basis.

X:FORMS/Village Forms/2021_Parks & Rec Reservations Form

Rental Information (Please Print!)

Date of Event		
Start/End Time (including setup and cleanup)		
Name of Renter		
Resident of Vernon	Yes	No
Daytime Phone		
Cell Phone		
Organization Name		
Address		
City, State, Zip Code		
Type of Event		
Field Prepping	Yes	No
Equipment		
Field/Act.Ctr./Pavilion		

Office Use Only

	Amount	Paid Date
Rental Fee		
Security Deposit		
Support Services		
Certificate of Insurance	Yes	No
Other		
*If an organization paid more than \$500. for use of fields; that organization will receive one free pavilion rental however, the deposit is still required.		
Total		
	Amount	Paid Date
Security Deposit Refund		

Agreement of Responsibility

I accept the responsibility for leaving the park area or facility in a clean orderly manner. I agree to purchase liability insurance for group/team Organization use only. I agree that I am responsible for the conduct of my group and understand that I am responsible to obey all rules and regulations regarding the uses of Village parks as stated in the Village Park Ordinance Chapter 239. I understand that it is unlawful to construct or erect any building, tent or structure of whatever kind. I further agree to reimburse the Village of Vernon in full for the fee as agreed upon for the use of a park facility as well as any damage to the park facility during scheduled use.

I hereby swear that all information as stated on this application form is true and correct.

Applicant's Signature: _____

Printed Name: _____