

DATE: September 8, 2015
To: Leaders of PTO, PTA, and Booster Clubs
From: Kelly Benusa, Director of Business Services
Re: **Liability Insurance Requirements Related to Use of District Facilities**

The purpose of this memo is to inform you of liability insurance requirements that must be met in order for your group to use school district facilities.

Why liability insurance is required

Because PTOs, PTAs, and Booster Clubs are separate entities legally established within the State of Minnesota, they are not covered by the school district's liability insurance when they hold activities such as meetings, fundraisers, or other events on district property. Therefore, in order to hold activities on district property, private groups must provide proof of liability insurance that releases the school district from liability for any incident that might occur while the group is on district property.

What you need to do

In order to use district facilities, all private organizations using district facilities must do the following:

- Obtain liability insurance in the amount of \$1 million (\$1,000,000) and
- Provide valid certificate of liability that shows "ISD 279-Osseo Area Schools" as an additional insured party on the certificate, *including specific dates of coverage*, to the district's Facilities Scheduling department.

How to reserve a facility

Go to district279.org/community-education. Click on Facility Scheduling found under Community. Click on "Online Facility Reservation."

Not sure how to get insurance?

If your group does not already have liability insurance, you may wish to check with your national or state-level associations. You can find those contacts as follows:

National PTO website: www.ptotoday.com/insurance
National PTA website: www.pta.org
North American Booster Club Association: www.boosterclubs.org

You may also wish to contact insurance companies to request quotes.

Where to submit the required documents

Either you or your insurance company should submit required documents to:

Email: communityeducationfac@district279.org
Mail: Community Education Facilities Scheduling
11200 93rd Avenue North
Maple Grove MN 55369
Fax: 763-391-7082

If the required document is not received, facilities reservations will be cancelled and can be reactivated when the certificate of liability agreement is received.

If you have questions about the above, please contact Jenny Van Dyke at 763-391-7121 or vandykej@district279.org or Holly Garten at 763-391-7123 gartenh@district279.org.

Ph: (763) 391-7000
Fx: (763) 391-7232
11200 93rd Avenue N.
Maple Grove, MN 55369
district279.org



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/18/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | |
|---|---|----------------|
| PRODUCER Agency Name Agency Address | CONTACT NAME: Agent's Contact Information | |
| | PHONE (A/C, No. Ext): | FAX (A/C, No): |
| INSURED Named Insured Address | INSURER(S) AFFORDING COVERAGE | |
| | INSURER A: Insurance Carrier Name | |
| | INSURER B: | |
| | INSURER C: | |
| | INSURER D: | |
| | INSURER E: | |
| INSURER F: | | NAIC # |

COVERAGES **CERTIFICATE NUMBER:** 1842817663 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A | GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | POLICY NUMBER | Eff Date | Exp Date | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

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|---|--|
| Independent School District #279 11200 93rd Avenue North Maple Grove MN 55369 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| | AUTHORIZED REPRESENTATIVE <i>James Authorized Signature</i> |

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