



Insurance Requirements for Facility Use:

Saugatuck Public schools may require appropriate insurance for building use by unrelated parties. Insurance requirements may be waived for low risk activities and short-term events *at the discretion of Saugatuck Public Schools*. You will be required to complete the bottom portion of this form if you do not have Liability coverage. **All other applicants must submit a liability insurance certificate from your insurance provider.**

Indemnification Agreement in lieu of Liability Insurance Certificate

1. Please identify the responsible party for arranging for the facility use and who will be on site supervising the activity: _____ contact number during event (cell) _____.
2. Users are to obey school district rules, including no tobacco or alcohol use on school property or in parking lots.
3. The specific location of any use shall be subject to the School District’s discretion and the User will be responsible for all expenses related to its presence at the School District.
4. The User agrees to defend, indemnify and hold harmless the School District, its boards, employees, and representatives from any and all claims, actions, suits and judgments and expenses including claims, costs, attorney fees and damages in connection with its activities resulting in loss of life, bodily or personal injury, product liability claims and or damage to property arising from or out of use by the User or its agents, members, partners, associates or employees or any portion of the School District.

For all other users, the User shall, at its own expense, keep in full force and effect until the cessation of its activity a commercial general liability (CGL) insurance policy having limits of not less than One Million Dollars (\$1,000,000) for each occurrence and in the aggregate combined single limits for bodily injury, personal injury and property damage. The Certificate must be in force for the date, time and year of the event, and name Saugatuck Public Schools as additional insured.

The User shall provide the school district evidence of in force coverage with a Certificate of Insurance prior to the facility use at least ten days in advance of the specified date of use.

Authorized Representative of the Facility User

Date

Authorized School Official

Date

Certificates or indemnification agreement (if applicable) may be emailed, faxed or mailed ten days prior to your event date to:

Liz Broderick, Director of Business Services
PO Box 818
Douglas, MI 49406
269-857-1448 (fax)
ebroderi@saugatuckps.com

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