

INSTRUCTIONS/CHECKLIST FOR RENTERS OF SCHOOL FACILITIES

Completed

1. The event, date and time must be approved by the school principal.
2. An executed Facility Use Application Form must be submitted to the school principal at least **ten (10) working days** in advance of the event.
3. All users must either purchase insurance through the Panhandle Area Educational Consortium's TULIP program at <https://gatherguard.com/> or provide a Certificate of Insurance which must include general liability with a minimum limit of \$1,000,000.00. The Certificate of Insurance must name Calhoun County School Board as a certificate holder. Proof of insurance must be provided at least **seven (7) working days** in advance of use.
4. A non-refundable deposit of 50% of the estimated rental fee from the Rental Fee Schedule will be charged at the time of reservation of the facilities. The remainder of the facility use fee is to be paid within five (5) days of the usage. The payment should be made out to the Calhoun County School Board and given to the school. Notification of cancellation of a rental request by the renter must be submitted to the school at least 48 hours in advance.
5. A school employee designated by the principal or designee must be present for all activities including, but not limited to, set up and rehearsals. Additional personnel may be required for use of auditoriums and gymnasiums. At least one district food service employee must be present whenever food service facilities are used. The charge for these employees will be paid by the renter.
6. All items belonging to the renters must be removed immediately after the event. In no case are they to be left until the next day.

**CALHOUN COUNTY SCHOOL BOARD
FACILITY USE APPLICATION FORM**

TO BE COMPLETED BY THE USER OF FACILITIES:

Name of User: _____ Phone #: _____

Representative: _____ Phone #: _____

Facility Requested: _____

Date (s) Requested: _____ Beginning Time: _____ Ending Time: _____

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Date (s) Requested: _____ Beginning Time: _____ Ending Time: _____

Describe the event to be held on School Board property:

Is this event non-profit? Yes No

Exception/Exemption Category: _____

Users must agree to the following conditions before their request can be considered:

The _____ agrees to:
(Name of User)

1. Hold the Calhoun County School Board harmless and indemnify it against all claims for liability, property damage, accidents or injury which may arise or occur by reason of use of school facilities. Agree to hold harmless and reimburse the School Board for any vandalism or damage that occurs as a result of the facility being used.
2. Provide a certificate of insurance **naming the Calhoun County School Board as additional Insured** for the activity with a minimum amount of \$1,000,000 general liability coverage or purchase coverage from the Tenant User Liability Insurance Policy (Gather Guard).
3. A 50% non-refundable deposit of the estimated rental fee is due at the time of reservation of the facilities. The remainder of the usage fees must be paid within five (5) days of the usage. **(See Facility Use Fee Schedule on next page)**
4. Pay all subsequent charges that result from damage or additional clean-up fee.

Signature of Representative Date

Principal's signature acknowledging the activity is approved and will not interfere with regular school activities.

Signature of Principal Date

SEE FEE SCHEDULE ON NEXT PAGE FOR FEES CHARGED BY CALHOUN COUNTY SCHOOL BOARD FOR USE OF FACILITIES. PRINCIPAL MUST SIGN AND TURN FORM IN TO THE DISTRICT OFFICE.

Facility	Amount Charged	Estimated Cost
Auditorium, Gym, Fields	\$125 per hour- rehearsals charged at same rate (3 hour minimum)	
Lunchroom	\$100 per hour (3 hour minimum)	
Classroom	\$50 per hour (3 hour minimum)	
Custodial, Lunchroom, or Sound Personnel	\$35 per hour (3 hour minimum)	

Insurance and fees for custodial, lunchroom and/or sound personnel will be in addition to the rental fees.

Notification of cancellation of a rental request by the renter must be submitted to the school at least 48 hours in advance.

GatherGuard -Tenant User Liability Insurance Program (TULIP)

What is GatherGuard?

When an individual or organization rents a facility or venue for an event, GatherGuard provides low-cost general liability insurance. It protects both the user and the facility against claims by guests who may be injured as a result of attending the event. It's an easy-to-use, fast method of insuring most types of events including seminars, weddings and receptions, birthday parties and concerts.

How it Works

Coverage limits are pre-set, along with contact preferences. Individual or organization using the facility will be able to see predetermined information, options customized to your venue or organization, and the type of event being held. You will be able to send customers directly to gatherguard.com to purchase insurance through our simple, online system.

Support team is available by phone or email to answer questions about GatherGuard or to offer technical assistance. Once purchased, the policy and proof of coverage will be delivered instantly to the email address provided by you and will include your organization as additional insured.

Purchasing Instructions

User Tenant will be able to obtain a quote from the GatherGuard website using one of two methods:

Venue ID Codes

- Visit GatherGuard Website at gatherguard.com. (<https://app.gatherguard.com/?f=4771>)
- Select Get a Quote and answer a few questions about your event
- Where prompted, enter the applicable venue ID code provided by your venue, or search for your venue by name and address
- Complete the application and purchase coverage

Direct Referral Link

If your venue has provided you with a direct referral link:

- Copy and paste the referral URL into your browser. You will see a message that displays the referring organization's
- Search for the location by Facility Name and Address, or venue code if one has been provided to you.
- Complete the application and purchase coverage

Quoting system is supported by Chrome, Edge, Safari or Firefox Browsers. Costs are based upon the risk of the activity, days of the activity, the number of participants, and if there are any special requirements. Coverage is bound by making the premium payment online. *Note, the only form of payment is by credit card.* Once payment is processed, all policy documents will generate, including Certificate of Insurance with venue information.

Customer Service is available to answer any questions at 844-747-6240, Monday through Friday, from 8:00 am to 8:00 pm Eastern Time.

The Gallagher Client and Gallagher will receive a copy of the policy and a Certificate of Insurance. The Gallagher Client is responsible for checking the certificate against the facility's use to verify that the correct information was provided.

For all events, the Gallagher Client will be named as Additional Insured.

Risk Class 1
Anniversary party
Auction
Award presentation
Baby shower
Banquet
Baptism
Bar Mitzvah/Bat Mitzvah
Bazaar
Birthday party - Coverage does not include inflatables including bounce houses or inflatables containing persons
Boat show - Dry-dock boat shows only. In-water boat shows are not eligible for coverage.
Bodybuilding contest - Coverage for spectators only.
Book signing
Bridal shower
Chamber of Commerce event
Charity benefit - Covered events do not include sporting events, flea markets, rummage sales not for charity, sidewalk sales or swap meets.
Church service or meeting - Coverage does not include evangelistic meetings with faith healing or similar activities.
Club event - Example events include sewing, garden club and luncheons.
Concert (indoors) - Policy does not cover concerts with rap, hip hop, heavy metal, punk or similar music styles, or DJs and raves.
Dance show, recital or competition - Coverage for spectators only.
Drill team exhibition - Coverage for spectators only.
Educational exhibition - Cardiopulmonary resuscitation (CPR) or driver's education are not eligible for coverage.
Fashion show
Fundraiser
Funeral or memorial service
Graduation ceremony

Risk Class 1
Hobby show - Shows such as arts and crafts, antiques, gamers or trading/playing cards, static autos or recreational vehicles (no driving or racing), camera, garden or flower shows. In-water boat shows, gun or knife shows are not eligible events.
Holiday event (indoors)
Lecture or speaking engagement
Luncheon
Meeting (indoors) - Includes teleconferences. Could be a business meeting, AA meeting, scout meeting or aséance. Coverage does not include evangelistic meetings with faith healing meetings, health fairs, renaissance fairs or festivals, political rallies or events, overnight camping or retreats.
Pageant
Poetry reading
Quinceañera
Reunion (indoors)
Scouting Jamboree - For events that don't have overnight camping.
Social reception (indoors) - Fraternity and sorority events are not eligible for coverage.
Store opening
Trade show or convention (indoors) - Shows such as camera, computer, consumer products, electronics, garden and flower, home, job fairs, mobile home, recreational vehicle (RV) and vacation.
Voter registration
Wedding

Risk Class 2
Bingo game
Card game or tournament board game
Concert (outdoors) - Policy does not cover concerts with rap, hip hop, heavy metal, punk or similar music styles, or DJs and raves.
Domestic animal show/event - Policy does not cover shows or events with farm, saddle or exotic animals.
Easter egg hunt

Risk Class 2
Festival or cultural event (indoors) - Events with more than 5,000 spectators are not eligible. Coverage does not include mechanical amusement devices.
Fishing event
Holiday event - For example, a Christmas tree lighting or Menorah lighting.
Meeting (outdoors) - Does not include evangelistic faith healing meetings, health fairs, renaissance fairs or festivals, political rallies or events, overnight camping or retreats.
Picnic - Coverage does not include pool or lake activity or any inflatables including bounce houses and inflatables containing persons.
Reunion (outdoors)
School band competition or event
School carnival - For events that don't have mechanical rides.
Soap Box Derby - Coverage for spectators only.
Social reception (outdoors) - Fraternity and sorority events are not eligible for coverage.
Trade show or convention (outdoors) - Shows such as consumer product, garden and flower, home, job fairs, mobile home, recreational vehicle (RV).
Video game contest

Risk Class 3
Aerobics and Jazzercise class or event - Coverage for spectators only.
Baseball game - Coverage for spectators only.
Basketball game - Coverage for spectators only.
Bicycling (off-road) - Coverage for spectators only. Does not include participants, bicycle rallies and races.
Block Party/Street closure/Street fair - Events with more than 5,000 spectators are not eligible.
Bowling tournament - Coverage for spectators only.
Boxing, wrestling or hockey - Coverage for spectators only.
Casino or lounge show
Cheerleading event/competition - Coverage for spectators only. Policy does not cover pyramids.
Comedy show
Company or corporate retreat
Cornfield maze or hayride - Farm implements and equipment are not covered.
Dance class - Coverage for spectators only.
Farmers market

Risk Class 3
Festival and cultural event (outdoors) - Events with more than 5,000 spectators are not eligible. Coverage does not include rides, professional rodeos, mechanical amusement devices, motorized sporting events, farm implements or equipment, roller coasters or sky coasters.
Film screening/showing or movie release party
Football game - Coverage for spectators only.
Golf tournament - Coverage for spectators only.
Grad Night
Gymnastic competition - Coverage for spectators only.
Halloween costume contest
Ice skating show - Coverage for spectators only.
Junior Athletic game - Coverage for spectators only. Does not include participants, swimming and pool facilities, water slides, trampolines, wall climbing or slam dancing.
Karate meet - Coverage for spectators only.
Lacrosse game - Coverage for spectators only.
Livestock show - Coverage does not include petting zoos.
Magic show - Coverage for spectators only. Does not include audience participation.
Marathon - Walk or Run - Includes 5ks and 10ks. Color runs and political marches are not eligible for coverage. Coverage does not include participants.
New Year's party - For invite-only private parties. Public parties are not eligible for coverage.
Nonprofessional sporting event - Coverage for spectators only. Does not include professional sports, bicycle races or rallies, bungee jumping, hang-gliding, inflatables including persons, laser tag, luge, motorized events, paintball, parachuting, parasailing, professional rodeo/roping events, skateboarding, ski events, sky diving, slam dancing, swimming, pool facilities, tobogganing, trampolines, wall climbing, water events, water slides, war games or reenactments.
Parade - Events with more than 5,000 spectators are not eligible for coverage.
Play or play reading
Pool and/or billiards tournament
Prom
Rugby - Coverage for spectators only.
Soccer game - Coverage for spectators only.
Softball game - Coverage for spectators only..
Sporting event - other (indoors) - Coverage for spectators only. Does not include, swimming and pool facilities, water slides, trampolines, wall climbing or slam dancing.
Talent show - Rap, hip hop, heavy metal shows are not eligible for coverage.

Risk Class 3
Tennis tournament - Coverage for spectators only.
Volleyball game - Coverage for spectators only.
Walking/hiking tour - Coverage for spectators only.
Wine tasting

Excluded Events & Activities
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Aircraft Rides, Exhibitions, Operation
Any event with a known attendance of greater than 5,000
Bicycle Rally, or Race
Bungee Jumping
Circus
Moshing, Stage Diving or Crowd Surfing, but only if you have organized, contracted for, endorsed, encouraged or sanctioned such activity
Exotic Animal Show or Event
Film Production
Fireworks
Fraternity Event
Go Kart Race
Hang Gliding
Heads of State Event
Hot Air Balloon Ride
Hypnosis
Inflatable Usage (including bounce houses and inflatables containing a person)
Instructional Class – Driver’s Education, Flying, Health, or CPR
Laser Tag
Luge
Mechanical Amusement Device Usage (i.e. carnival ride or mechanical bull)
Motorized Sporting Event

New Year’s Party (Open to public)
Overnight Camping or Retreat
Paint Ball
Parachuting
Parasailing
Petting Zoo
Promotion (Marketing) – for profit
Political Rally, March, or Event
Rave
Reality TV Shows
Renaissance Fairs or Festivals
Rodeo or Roping Event – Professional
Saddle Animal Rides
Skate Boarding
Skiing
Sky Diving
Soap Box Derby/Racing
Sorority Event
Swimming
Temporary Grandstand Usage
Tobogganing
Tractor Pulling
Trampoline Usage
Wall Climbing
War Game or Re-enactment
Water Sports, other than fishing
Water Slide Usage
Any event not otherwise scheduled in Risk Class 1, Class 2 or Class 3.

About Intact Insurance Specialty Solutions

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