

DATE: September 8, 2015
To: Individuals, Groups and/or Organizations
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

In order to hold activities on district property, individuals, groups and/or organizations that are not ISD 279 school or district affiliated 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 you 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 <https://osseo.ce.eleyo.com/>. Click on Facilities.

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 or gartenh@district279.org.