

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 <https://osseo.ce.eleyo.com/>. Click on Facilities.

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.