

# Outside Use of School Facilities

## Insurance Requirements & Solutions

Has your District been asked by an outside organization if they could use one of the District's facilities such as a gym, cafeteria or auditorium?

All outside organizations planning an event on one of your campuses must provide you with proof of insurance. This requirement includes caterers, all vendors and current school staff / faculty that may be planning a personal event unrelated to their employment.

If an organization or individual cannot provide proof of insurance, Event Liability Insurance can be purchased to insure the proper coverage is in place prior to the planned event.

Obtaining the protection required for all outside events is easy!! GSBA Risk Management Services, through its partnership with Marsh, can help. This policy offers comprehensive tenant-user liability coverage required for all events outside normal school operations at an affordable rate.

### **Seven Easy Steps to Get the Required Coverage**

1. Visit [campusconnexions.com](http://campusconnexions.com)
2. Select Georgia School Boards Association
3. Go to the "Liability Insurance" pull-down menu at the top and select "Events Liability" and "Special Event Liability"
4. Choose from the three (3) choices down the right side. There are description tabs across the right side of the page.
5. Bind your coverage by providing payment via credit card or debit card
6. Print your Certificate of Insurance (for immediate proof of coverage)
7. Questions: Call Special Markets Insurance Consultants at 1-800-727-7642 (8:00a.m. to 5:00 p.m. CST)

