

## Use of School Facilities Application Completion Checklist

- Please read and familiarize yourself with the information contained in the Use of School Facilities Brochure.
- Upon completion of your Use of School Facilities application, please submit it to the respective school.
- The checklist below was created to assist you in submitting a complete Use of School Facilities application and avoid delays in processing.

### Completion Checklist:

1. The application has been signed.
2. The application has been initialed acknowledging the insurance requirements.
3. The purpose for the application is clearly described.
4. The application has a legible email and contact number. It is recommended that your information is typed.
5. A completed "Statement of Intent" form is submitted with all applications for any request sponsoring a sports type of activity (this does not apply to adult only sports activities).
6. Relevant fees are accurately calculated & recorded on the application. Contact the school and arrange to have their Use of School Facilities Coordinator verify that the fee calculations are accurate prior submitting the application. Please pay close attention to the fees reflected in the *Authorized User Classifications Category one and Category Two* in the Use of School facilities Brochure.
7. A Certificate of Liability Insurance (COI) was submitted with the application. Please note the following:
  - a. The name of the insured listed on the COI must be the same as the name of the organization listed on the application (this is usually on the top of the COI).
  - b. The general liability must be listed as no less than \$1,000,000.
  - c. The expiration date of the COI must be valid for all dates listed on the application. Delete any and all requested dates on the Use of School Facilities application that take place after the COI expires. Upon receiving a new COI submit a second Use of School Facilities application for the remaining requested dates.
  - d. The following Charles County Public Schools indemnity clause must be listed word for word on the COI "CCPS, Board of Education of Charles County, its elected and appointed officials, employees, agents, and authorized volunteers are additionally insured. Additionally, all in attendance shall be covered" (this is typically in the *Description of Operations* section on the COI which is usually above the *Certificate Holder* section near the bottom of the COI).
  - e. The following must be listed in the Certificate Holder section, "Charles County Public Schools PO Box 2770 La Plata, MD 20646" (the *Certificate Holders* section is typically at the bottom of the COI).
  - f. Copies of any endorsements, restrictions, limitations, exclusions, or coverage forms listed on the COI must be included with the application (these are typically listed in the *Description of Operations* section on the COI. Ex: Subject to coverage provided by the referenced policy A220 SRAP 524. Ex: Listed as additionally insured per the Business Liability Coverage Form SS0008 attached to this policy. Ex: CMP-4100 Business owners Coverage Form. Ex: CMP-4220.1 Amendatory Endorsement).