



To: All Organizations/Individuals Renting or Using District 834 Facilities

Re: Liability Insurance Certificate Requirement

This memo is intended to communicate requirements for organizations or individuals wishing to rent or use District 834 building space, pools or athletic fields. District 834 requires that a Certificate of Insurance be provided to the district. The purpose of this certificate is to ensure that the renter is assuming liability as it pertains to their activities or those of their organization.

The insurance coverage requested is limited to liability. There is no requirement for the organization or for the individual to provide participants with accident or medical coverage—that is an issue between the renter and the parents of those participating in the activity or program.

All renters are required to submit a Certificate of Insurance to the District 834 Community Education Office prior to the event or activity. Rental agreements will be considered incomplete until this certificate is received. Please have your insurance agent provide an original Certificate of Insurance showing the following information:

- Certificate Holder (also referred to as Additional Insured) as Stillwater Area Public Schools – Independent School District #834 (for the event or time period that your organization is using district property)
- Effective date of policy
- Liability Coverage in an amount no less than the \$1,500,000 per occurrence

Certificates should be submitted to Central Services Building, Attn: Pete Heldstab, 1875 Greeley Street South, Stillwater, MN 55082

**If you currently have a Certificate of Insurance on file, please make sure your certificate covers the time period required, or contact your insurance agent for a renewal certificate.*

Thank you for your prompt attention to this matter. If there are any questions regarding this requirement, please contact the Coordinator of Facility Use at 651-351-8454.

Pete Heldstab
Coordinator of Facility Use