



Inver Grove Heights Community Education

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To: All Organizations/Individuals Permitting District 199 Facilities

Re: Liability Insurance Certificate Requirement

This is to inform facility users that in order to utilize any building or athletic fields within ISD199 a Certificate of Liability Insurance must be on file with the Community Education office. The purpose of this certificate is to ensure that the renter assumes 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 individuals to provide participants with accident or medical coverage – that is an issue between the renter and the individuals participating in the activity or program.

All renters are required to submit a Certificate of Liability to the Inver Grove Heights Community Education office prior to the event or activity. Rental permits are considered incomplete until the certificate is received.

Please have your insurance agent provide an original Certificate of Liability showing the following information:

- Certificate Holder (also referred to as Additional Insured) as Inver Grove Heights Schools/ISD199 (for the event or time period that your organization is using district property)
- Effective date of policy
- Liability Coverage in an amount of no less than \$1,500,000 per occurrence.

Certificates should be submitted to Inver Grove Heights Community Education, Attn: Nate Chapman, ChapmanN@isd199.org.

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

We appreciate your prompt attention to this matter. If there are questions regarding this requirement, please contact the Facility Use Coordinator, Nate Chapman, at ChapmanN@isd199.org or 651-306-7871.

Thank you.