

## Insurance Requirement for Use of School Facilities New Website effective September 1st



All outside organizations planning an event on campus or using school facilities must provide 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 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 U.S. Consumer, can help. This policy offers comprehensive tenant-user liability coverage required for all events outside normal school operations at an affordable rate.

Get the required coverage by following these EASY steps!

1. Visit [www.marshcampus.com](http://www.marshcampus.com) at least seven days before the event
2. Go to the "Products" pull-down menu at the top and select "Special Events & Activities Coverage"
3. Press the "Online Quote" button and complete the application.
  - The application is easy – only 4-5 questions to answer
  - Remember to add the School District as an additional insured.
4. Bind your coverage by providing payment via credit or debit card.
5. Print your Certificate of Insurance (for immediate proof of coverage)

That's all there is to it!

If you have questions about coverage or the application process, simply call Special Markets Insurance Consultants at **1-800-727-7642** (between 8 a.m. – 5 p.m. CST).

