

The Division is required, by its insurer, to report semi-annually all users in its buildings. Facility User Group insurance coverage is **mandatory** for all School Boards.

The policy provides coverage for the user's legal liability for bodily injury to or damage to property of others such as spectators, passers-by, property owners and others resulting from the activity. In addition, their legal liability for injury to participants is covered in most cases (a few sports disciplines may not be eligible). This is a proactive step to ensure all Facility Users are protected while involved in an activity in our facilities.

The coverage will extend to all members of the group collectively, including executives, event organizers and volunteers while acting within the scope of their duties on behalf of the group.

This coverage will ensure the Group and the Board are both protected.

See the Exhibit for coverage and exclusion details.

As part of the insurance coverage requirement, each site will need to provide a semi-annual report of events (Form 3-24-B) for submission to our insurer.

1. All Facility Users will require either their own insurance, will be covered by the Facility User Group policy or will need to purchase insurance coverage through the Board's insurance company according to the insurers risk schedule (Exhibit – Facility User Group Program Risk Schedule).
2. The school will forward to Regional Office on a semi-annual basis the Facility User Group summary form (January 31 and September 30). The form will also be filed in the schools folder in DocuShare.

### **Who is Covered?**

Any individual or group using the facilities of the Division who do not have access to other insurance (i.e. birthday party, monthly or annual meetings, drop-in basketball or volleyball – not league). Persons covered are all members collectively including Executives, Managers, Coaches, Trainers, Officials, Event Organizers and Volunteers while acting within the scope of their duties with respect to the activities.

### **Coverage:**

Limit - \$2,000,000

A deductible of \$500 applies to bodily injury, property damage and legal expenses, for each claim.

### **Reference**

[Form 3-24-A: Facility User Agreement](#)

[Form 3-24-B: Facility User Group Insurance Reporting Form](#)

[Form 3-24-C: Facility User Group Application – additional insurance coverage](#)

[Exhibit: ASBIE Facility User Group Program Risk Schedule](#)