

# Facility Use

## Standard Operating Procedure

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For more information please contact

Sara Solleveld: [sara.solleveld@hubinternational.com](mailto:sara.solleveld@hubinternational.com)

or Darren Thomas: [DThomas@mbschoolboards.ca](mailto:DThomas@mbschoolboards.ca)





**OUTSIDE USER POLICY:**  
**APPLICATION FOR USE OF SCHOOL FACILITIES – PART 2**

**\*\* 7% Retail Sales Tax (RST) is applicable to insurance contracts therefore must be added to the premiums indicated below**

**PLEASE PRINT**

School Division/District: \_\_\_\_\_ School: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ Name of Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

Time of Use applied for: From: \_\_\_\_\_  AM  PM Date: \_\_\_\_\_ To: \_\_\_\_\_  AM  PM Date: \_\_\_\_\_

Particulars of Activity: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_ Approximate age of participants ("adults" or "children"): \_\_\_\_\_

Name of Supervisors: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Requirements: (Facilities/equipment)**

- Gymnasium  Music room  Classroom # \_\_\_\_\_  Shops  Theatre  Multi-purpose room  Soccer/baseball field
- Other: \_\_\_\_\_
- Type and Quantity of Equipment, if required: \_\_\_\_\_

**Fees:**

- 1. Use of Facilities \$ \_\_\_\_\_
- 2. Use of Equipment \$ \_\_\_\_\_
- 3. Caretaker \$ \_\_\_\_\_
- 4. Security \$ \_\_\_\_\_
- 5. Liability Insurance Prem. (from chart at right) \$ \_\_\_\_\_
- 6. Retail Sales Tax (7%) \$ \_\_\_\_\_
- 7. Other – described below \$ \_\_\_\_\_
- 8. TOTAL \$ \_\_\_\_\_

OUTSIDE USER LIABILITY INSURANCE RATES - \$2,000,000 COMMERCIAL GENERAL LIABILITY				
SPORTS	Number of Participants	Premium *		
		One Day	Two Days	Seasonal
Badminton, Dance Lessons, Horseshoes, Tennis	1-25	\$25	\$50	\$75
	26-100	\$50	\$100	\$150
	101-250	\$75	\$150	\$225
	Over 250	Refer	Refer	Refer
Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Squash, Softball, Volleyball, Swimming with Lifeguard, Non-Contact Touch/Flag Football, Track & Field	1-25	\$50	\$75	\$150
	26-100	\$100	\$150	\$300
	101-250	\$150	\$225	\$450
	Over 250	Refer	Refer	Refer
Recreational Non-Contact Ball Hockey	Pick-up Max 30	\$50	\$75	\$100
		Refer	Refer	Refer
MEETINGS & OTHER EVENTS	Number of Participants	Premium		
		Day	2-3 Days	Over 3 Days of Seasonal
No Alcohol Example: Arts & Crafts, Bridge, Sewing Groups, Church Meetings, Rummage Sales, Prenatal Classes, Seniors Group Meetings, Family Reunions, Teas, Homecomings, Birthday and Anniversary Parties	1-25	\$25	\$50	\$75
	26-100	\$50	\$100	\$150
	101-250	\$100	\$200	\$300
	251-500	\$150	\$300	\$500
Over 500	Refer	Refer	Refer	
With Alcohol – add to the above premiums:	1-25	\$75	\$150	\$225
	26-500	\$125	\$250	\$375
	Over 500	Refer	Refer	Refer
Activities Not Listed - Contact Sara Solleveld at HUB International Manitoba				

Other terms or conditions: \_\_\_\_\_

This is to certify that I (My organization), while occupying said facilities, will provide and be responsible for adequate adult supervision and the security of school property and will abide by all rules and regulations as established by the school and/or DIVISION. I (we) agree to pay for any damages incurred to property and/or equipment and to pay rental fees as outlined. The permit holder (user group) will protect, indemnify and hold harmless the School Division and its agents from all claims for damages that may arise out of the use of buildings or grounds by the permit holder. If liability insurance premium is not indicated above, the permit holder (user group), agrees to obtain his/her own liability insurance for this event.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ Signed (Contact person): \_\_\_\_\_

Permit approved by (Facility/Property Designate): \_\_\_\_\_ Date Issued (d/m/yr): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**If insurance is applied for above, submit this form to HUB International Manitoba, Attention: Sara Solleveld**



## Division Use of Third Party Facilities

There are many reasons a school or division may rent a third party facility short term.

- Choir rehearsals and performances
- Bake sales
- Field trips
- Student practicums
- Additional space required to accommodate class size

It is normal practice to have to provide evidence of liability insurance with respect to the operations of the division. Should you require a Certificate of Insurance for your division's use of third party facilities, please contact:

[sara.solleveld@hubinternational.com](mailto:sara.solleveld@hubinternational.com) and [DThomas@mbschoolboards.ca](mailto:DThomas@mbschoolboards.ca) with the following information:

- Date(s) of use
- Requesting school name
- Name and full address of facility being utilized
- A copy of the use agreement - insurance requirements (if applicable)

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# Long Term Lease Agreements

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## Tenants Leasing Division Facilities

It is mandatory requirement for tenants leasing division facilities to carry a minimum of \$2,000,000 liability coverage including tenants legal liability, in addition to property coverage for their contents. Tenants should also have their insurance policy contain a waiver of subrogation in favour of the division and add the division as an additional insured with a minimum of 30 days' notice of cancellation or material change in coverage.

Please note that the division should not be required to name third party tenants as additional insureds. It is strongly recommended that legal counsel review all agreements before they are signed.

## Third Party Child Care Operations

Third party child operators are not covered under the Manitoba Schools Insurance Program. In order to operate in a division owned facility, all child care providers are required to carry their own property (contents) coverage as well as a minimum of \$2,000,000 (\$5,000,000 is recommended and preferred) third party liability limit including tenants legal liability. The child care provider should also have their insurance policy contain a waiver of subrogation in favour of the division and add the division as an additional insured with a minimum of 30 days' notice of cancellation or material change in coverage.

Please note that a division should not name third party child care providers as additional insureds. It is strongly recommended that legal counsel review all agreements before they are signed.

## Division Leasing Third Party Facilities

Should a division wish to lease a facility or space long term (more than one month), coverage is provided through the Manitoba Schools Insurance Program. All lease agreements are to be reviewed by HUB to ensure current coverage is sufficient.

Please contact [sara.solleveld@hubinternational.com](mailto:sara.solleveld@hubinternational.com) and [DThomas@mbschoolboards.ca](mailto:DThomas@mbschoolboards.ca) with a copy of the current lease agreement to receive confirmation and proof of coverage.

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