



STUDENT TRANSPORTATION
CHILD CARE
ENERGY & ENVIRONMENTAL
COMMUNITY USE OF SCHOOLS

INSURANCE CERTIFICATE REQUIREMENTS

All groups must submit proof of comprehensive general liability insurance when applying to rent a school facility by submitting a Certificate of Insurance OR by purchasing insurance via the Rental Office. If you are supplying your own certificate of insurance the certificate must include the following:

1 NAME OF ORGANIZATION & MAILING ADDRESS

Must be the same as indicated on the rental permit.

2 BROKERS NAME & MAILING ADDRESS

This refers to the Insurance Broker who wrote the insurance policy.

3 POLICY NUMBER & POLICY TERM

If the certificate indicates Effective/Expiry Dates, then the policy applies to dates within that time frame however if specific dates of coverage are indicated then the certificate only applies to those dates.

4 INSURANCE COVERAGE

We require comprehensive general liability insurance for an amount not less than \$2 million dollars per occurrence. Certificates with no aggregate are preferred.

5 ADDITIONAL INSURED

The certificate must name the Lambton Kent District School Board AND the St. Clair Catholic School Board as Additional Insured.

6 CERTIFICATE HOLDER

The organization requesting the certificate is Chatham-Kent Lambton Administrative School Services.

7 CANCELLATION

Include a statement that the Certificate Holder will be notified of any cancellations within 30 days.

8 AUTHORIZED SIGNATURE

Refers to the signature of an authorized insurance representative.

WHERE SHOULD YOU SEND THE CERTIFICATE OF INSURANCE?

Please forward to the Rental Office via any of the following methods:

Fax: 519-627-9370 Email: communityuseofschools@cclass.ca

Mail: Community Use of Schools Rental Office, 600 Gillard Street, Wallaceburg, ON N8A 4L3

SAMPLE CERTIFICATE OF INSURANCE

This certificate is issued as a matter of information only and confers no rights upon the certificate holder and imposes no liability on the insurer. This certificate does not amend, extend or alter the coverage afforded by the policies described herein.

INSURED

Organization's name as indicated on permit
Organization's mailing address **1**

INSURANCE BROKER

Broker's name
Broker's mailing address **2**

COVERAGES

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the certificate may be issued or may pertain. The insurance afforded by the policies described herein is subject to all the terms, conditions and exclusions of such policies. Limits shown may have been reduced by paid claims.

EFFECTIVE DATES	INSURER & POLICY NUMBER	TYPE OF INSURANCE	LIMITS OF LIABILITY <small>(Canadian dollars unless indicated otherwise)</small>		
Mar 31, 2014 to Mar 31, 2015	3 Insurance Company CP99999A	COMMERCIAL GENERAL LIABILITY	Each Occurrence	4 \$5,000,000	
			Claims Made	General Aggregate	
		X	Occurrence	Products-Comp/OP AGG	\$5,000,000
		X	Products and/or Completed Operations	Personal Injury	\$5,000,000
		X	Personal Injury	Employer's Liability	\$2,000,000
		X	Employer's Liability	Tenants Legal Liability	\$1,000,000
		X	Tenant's Legal Liability	Non-Owned Auto	\$5,000,000
		X	Non-Owned Automobile	Hired Automobile	\$
		Hired Automobile	Medical Exp (any 1 person)	\$10,000	

ADDITIONAL INSURED

The following are added as Additional Insured to the Commercial General Liability Policy but only with respect to liability arising out of the operations of the Named Insured.

Lambton Kent District School Board **5**
200 Wellington Street
Sarnia ON N7T 1E3
AND
St. Clair Catholic District School Board
420 Creek Street
Wallaceburg ON N8A 4C4

DESCRIPTION OF OPERATIONS

Activities/events held by the insured throughout the policy term.

Please note: If the certificate lists a specific school, activity and/or date(s) then the policy only applies to those items specifically listed by the Insurance Broker on the Certificate of Insurance.


CERTIFICATE HOLDER

Chatham-Kent Lambton Administrative School Services
600 Gillard Street, **6**
Wallaceburg ON N8A 4L3

CANCELLATION

Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavour to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives. **7**

AUTHORIZED REPRESENTATIVE

Per:  **8**
Issued at: Toronto, Ontario
Date: February 10, 2017