



# 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:

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			INSURANCE BROKER		
Organization's name Organization's mailing address			Broker's name Broker's mailing address		
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 (Canadian dollars unless indicated otherwise)	
Mar 31, 2022, to Mar 31, 2023	Insurance Company CP99999A	COMMERCIAL GENERAL LIABILITY		Each Occurrence	\$5,000
		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			DESCRIPTION OF OPERATIONS		
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.			Activities/events held by the insured throughout the policy term.		
Lambton Kent District School Board 200 Wellington Street Sarnia ON N7T 1E3 <b>AND</b> St. Clair Catholic District School Board 420 Creek Street Wallaceburg ON N8A 4C4			Basketball tournament held at ABC Secondary School on Saturday, March 23 <sup>rd</sup> , 2023.		
CERTIFICATE HOLDER			CANCELLATION		
Chatham-Kent Lambton Administrative School Services 600 Gillard Street, Wallaceburg ON N8A 4L3			Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will endeavour to provide 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.		
AUTHORIZED REPRESENTATIVE					
 Per: Issued at: Toronto, Ontario Date: February 10, 2017					

**1. NAME OF INSURED**  
Must be the same as indicated on the rental permit.

**2. POLICY TERM**  
The policy only applies to dates within that time frame however if specific dates of coverage are indicated elsewhere on the certificate then the certificate only applies to those dates (see 6. Description).

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

**4. CERTIFICATE HOLDER**  
The organization requesting the certificate is Chatham-Kent Lambton Administrative School Services.

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

**6. DESCRIPTION**  
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.

**7. CANCELLATION**  
The certificate must include a statement that the Certificate Holder will be notified of any cancellations within 30 days.

## Where should you send the Certificate of Insurance?

To upload the certificate to your school rental booking account, log into your account and select the OPTIONS icon and then select the FILES tab where you can then upload the document OR you can email the certificate to [communityuseofschools@ckclass.ca](mailto:communityuseofschools@ckclass.ca)