



St. James–Assiniboia School Division

Great Schools for Growing and Learning

J.M.T. Moffatt

Superintendent / Chief Executive Officer

C.M. Melville

Secretary-Treasurer / Chief Financial Officer

DFBA-R-E-3

KFB-R-E-3

LL #496646

Dear Permit Holder:

The following information has been prepared to ensure that permit applicants are aware of their responsibilities and obligations when obtaining permits in the St. James-Assiniboia School Division.

As the applicant for a permit, you incur certain legal and procedural responsibilities. They are:

1. Applicants must be aware that should a property or personal liability claim be brought against the School Division related to buildings or grounds, the School Division insurance company has rights to subrogate such claims against other parties they feel may be relevant to the claim. This can include permit supervisors, applicants and participants.
2. The signatory of the permit, or as agent for the organization they represent, assumes responsibility on behalf of their organization, for issues involving acts of aggression, theft, property damage, and injury etc that may arise resulting in personal liability claims by participants of the permit, the general public participating in the permit event, the School Division and School Division employees. Accordingly, it is a mandatory requirement that all outside permit user groups carry a minimum of \$2,000,000 liability insurance coverage with respect to their operation, adding the Division as an additional insured. Groups requiring a policy may purchase one through the Schools Facility User Insurance Program (Hub/Milnco).
3. The signatory of the permit assumes personal responsibility, or responsibility on behalf of their organization for all acts of vandalism, damage, or inappropriate conduct by permit participants in School Division buildings. Issues involving participants of permits will be dealt with directly with the signatory of the permit.
4. Applicants and supervisors of permits must develop and maintain an emergency preparedness plan in case of fire or emergency evacuation of the school. The plan must contain contingency procedures in case the participants of the building need to be evacuated in an emergency. **The School Division does not develop or maintain an emergency preparedness plan for non School Division permit events.**
 - a. The plan must provide emergency communications procedures and must not depend on any School Division telephones or communication systems.
 - b. The plan must provide for emergency temporary accommodations and not depend on alternate School Division facilities for temporary accommodations.
 - c. At each event an attendance must be taken, and this information must be readily available upon request to School Division employees or any emergency response personnel should an emergency take place.
 - d. Supervisors must maintain a process of providing orientation to participants in emergency evacuation and response procedures and ensure that the participants are familiar with building emergency egress procedures in case of fire.
 - e. The School Division recommends that those responsible for the supervision of permits understand their responsibilities as defined by FIPPA/PHIA act.
5. Permit applicants are responsible to inspect the location of their permit at the beginning of each event to identify safety, and building deficiencies. Any observed deficiencies must be reported to the school Custodian/Event Staff before commencing the permit so they can be remedied if required or documented.
6. Each school will have a school Custodial or Event Staff in the building during the duration of the permit. Custodial/Event Staff have a responsibility to be available for building related issues and the operation of the building only. Permits are granted with the understanding that the permit holder has responsibility for the supervision and control of the permit.
7. At the beginning of each permit event, the permit holder must identify him/herself to the Custodial/Event Staff to confirm attendance in the building.

I have read the above information and my signature on the permit request confirms the following:

1. I have an emergency preparedness plan developed consistent with the above guidelines.
2. As the applicant for a permit, I have read the above procedural requirements and responsibilities and agree to assume

this responsibility.

3. I agree to be personally responsible for the payment of the liability insurance deductible should an insurable event be determined to be the responsibility of a participant of my permit or the operation of my permit.
4. I understand that this is a legal document and I have been provided the opportunity to seek legal advice before signing this document.
5. I will advise the School Division in writing at any time that I no longer take responsibility for this permit and agree that this permit may be canceled at that time as well.

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
	Players	Refer	Refer	Refer
	League	Refer	Refer	Refer
MEETINGS & OTHER EVENTS	Number of Participants	Premium *		
		Day	2-3 Days	Over 3 Days of Seasonal
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
Activities Not Listed - Contact Sara Solleveld at HUB International Manitoba Phone: 1-204-888-8374				

Provincial Sales Tax (PST) is applicable to insurance policies.