



# Customer Focus on Loss Control

*Innovative Safety and Health Solutions<sup>SM</sup>*

## Public Use of School Facilities

In many communities, the school becomes the focal point for many activities, such as recreation, meetings, theater groups, etc. Public and private use of the facilities can increase the liability risks of the school. To address this issue, use this checklist to identify and address potential liabilities.

YES	NO	QUESTION
		1. Has the school requested and obtained certificates of adequate liability insurance coverage from the potential user?
		2. If the answer to No. 1 is <i>No</i> , has the school made an evaluation of the potential exposures and determined if it should be permitted?
		3. Has the school requested to be named as an additional insured on the user's policy?
		4. Has the school required the user to sign a Hold Harmless Agreement favorable to the school?
		5. Do Hold Harmless Agreements and policies and procedures receive review and updating from the school's legal advisor?
		6. Does the school require the user to provide certificates of professional liability coverage for certain high risk activities, such as swimming or gymnastics instruction?
		7. Does the school have formal, written policies and procedures for public use of the facility?
		Do the procedures include the following:
		<input type="checkbox"/> Require potential users to submit the request in writing outlining the proposed activity?
		<input type="checkbox"/> Require background checks for the user's supervisors when deemed necessary?
		<input type="checkbox"/> Established rules for facility operation, to include the following:
		<input type="checkbox"/> List of activities that are not permitted?
		<input type="checkbox"/> What to do in the event of an emergency?
		<input type="checkbox"/> Clean up procedures and responsibilities?
		<input type="checkbox"/> Security procedures?
		<input type="checkbox"/> Parking procedures?

