GOLDEN HILLS SCHOOL DIVISION NO. 75 — ACME SCHOOL

MANDATORY SUBMISSION

PROOF OF INSURANCE COVERAGE & LIABILITY WAIVER

Facility Location: Acme School, 610 Walsh Ave, Acme, AB T0M 0A0 **Authority:** Division Policy & Facility Regulations

SECTION 1: APPLICANT & RENTAL DETAILS

Renter / Organization Name		**Primary Contact Person**	
Phone Number		**Email Address**	
Space Requested		**Purpose / Event Name**	
Date(s) & Time(s) of Rental			

SECTION 2: PROOF OF INSURANCE REQUIREMENTS

All non-school organizations, community groups, sports clubs, and individuals renting Acme School facilities must satisfy one of the following insurance criteria prior to booking approval:

OPTION A: Existing Commercial Liability Insurance (Organized Groups & Businesses) Standard Requirement

- **Commercial General Liability (CGL):** Maintain a minimum of **$2,000,000.00 CAD** per occurrence covering bodily injury, personal injury, and property damage.
- **Additional Insured Endorsement:** Policy MUST name "**Golden Hills School Division No. 75**" and "**Acme School**" as Additional Insureds.
- **Certificate of Insurance (COI):** A valid COI must be submitted at least **7 business days prior** to the event.

OPTION B: Single Event / User Group Insurance (Casual or Uninsured Groups)

Renters without commercial policy must purchase temporary Single-Event User Group Insurance (minimum $2,000,000 CAD liability listing Golden Hills School Division No. 75 as Additional Insured). COI must be uploaded prior to facility entry.

⚠️ **CRITICAL LEGAL NOTICE REGARDING MINORS & CASUAL USE (OPTION C)**

Under Canadian/Alberta law, parents or legal guardians cannot waive a minor child's legal right to sue for negligence. Any group or event involving minor participants (under 18 years) **MUST maintain valid liability insurance under Option A or Option B**. *(Golden Hills School Division students participating in school activities are covered under Division insurance).*

Adult-Only Casual Groups (Option C): If Golden Hills School Division explicitly authorizes an adult-only casual booking without insurance, **EVERY adult participant** must read, complete, and sign the **Individual Participant Release & Waiver (Appendix A)** prior to entering property.

SECTION 3: WAIVER OF LIABILITY, INDEMNIFICATION & DAMAGE

1. **Assumption of Risk:** The Renter acknowledges inherent risks of injury or property damage and voluntarily assumes all risks associated with facility use.
2. **Indemnification & Hold Harmless:** The Renter agrees to **indemnify, defend, and hold harmless** Golden Hills School Division No. 75, Acme School, Trustees, employees, and agents from any claims, demands, liabilities, damages, or legal fees arising from personal injury, property loss, or rule breaches during the rental.
3. **Financial Responsibility:** The Renter assumes full financial responsibility for any physical damage caused to school premises, flooring, equipment, fixtures, or grounds, agreeing to reimburse full repair/replacement costs billed by the Division.

SECTION 4: FACILITY RULES & OPERATING POLICIES

• **Supervision:** Continuous adult supervision (18+) required. Attendees restricted strictly to booked areas.

• **Substances:** Smoking, vaping, alcohol, cannabis, illegal substances, and open flames are strictly prohibited.

• **Condition:** Premises must be left clean and tidy. No specialized gear/sound equipment without written authorization.

• **Cancellation:** Division reserves right to cancel/reschedule for school priority events or non-compliance.

SECTION 5: APPLICANT ACKNOWLEDGEMENT & EXECUTION

I certify that I am an authorized representative of the renting group, am at least 18 years of age, and have read, understood, and agreed to all terms, conditions, insurance requirements, and liability obligations set forth in this agreement.

PRIMARY CONTACT PRINTED NAME	AUTHORIZED SIGNATURE	DATE (DD/MM/YYYY)

APPENDIX A

INDIVIDUAL PARTICIPANT RELEASE & LIABILITY WAIVER

Required for Uninsured Adult Casual Groups — Every Adult Attendee Must Sign Prior to Facility Entry

📌 **NOTICE & LEGAL RELEASE**

BY SIGNING THIS FORM YOU WAIVE CERTAIN LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE GOLDEN HILLS SCHOOL DIVISION NO. 75 AND ACME SCHOOL. PLEASE READ CAREFULLY BEFORE SIGNING.

Renter / Org Name		**Primary Contact**	
Space Requested		**Event Date & Time**	

BY SIGNING BELOW, I ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

1. **Assumption of Risk:** I freely accept and fully assume all risks, hazards, and dangers associated with my participation at Acme School, including risk of personal injury, illness, permanent disability, or property damage.
2. **Release of Liability:** I release and hold harmless Golden Hills School Division No. 75, Acme School, Trustees, employees, and agents from any claims, demands, actions, or damages arising out of my presence or participation.
3. **Compliance:** I agree to strictly follow all posted facility rules, emergency instructions, and Division guidelines.

#	PARTICIPANT PRINTED NAME	PHONE NUMBER / EMAIL	PARTICIPANT SIGNATURE	DATE
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