



DIVISION SCOLAIRE  
**LOUIS RIEL**  
SCHOOL DIVISION

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 Louis Riel School Division.

When the School Division issues a permit for non School Division functions the School Division has responsibility for and provides building and property insurance only. Should an accident or insurable event take place on School Division premises the School Division maintains insurance to cover such incidents as they relate to the building and grounds only. **The school division strongly advises permit applicants or their organization to obtain personal liability insurance. Insurance may be purchased through their insurance company, or applicants have the opportunity to purchase insurance through the division.** (See information on the reverse side. Various groups may have access to liability insurance from their parent organization.)

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 ("to take over a legal claim or right against a third party from another party who previously owned that right or claim. One example of subrogation is the taking over of a debt from a previous creditor such claims against other parties they feel may be relevant to the claim") such claims against other parties they feel may be relevant to the claim. This can include permit supervisors, applicants and participants.
2. The signatory or the authorized signatory of the permit assumes responsibility, or as agent for the organization they represent assumes responsibility on behalf of their organization, for issues involving acts of aggression, theft, and property damage 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. **The school division strongly advises permit applicants to consult with their insurance companies to ensure they have appropriate personal liability insurance for their event.**
3. The signatory or the authorized 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 before commencing the permit so they can be remedied if required or documented.
6. Each school will have a school custodial staff in the building during the duration of the permit. Custodial staff has a responsibility to be available for building related issues and the operation of the building only. Permits are granted with the understanding that 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 staff to confirm attendance in the building.

[www.lrsd.net](http://www.lrsd.net)

**I have read the above information and confirm 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 school division's insurance deductible should an insurable event be determined to be the responsibility of a participant of my permit or the operation of my permit. (The school division's deductible is \$2500 - \$19,000 per claim depending on the school divisions insurable events for a particular year.)
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 anytime that I no longer take responsibility for this permit and agree that this permit may be canceled at that time as well.

Liability insurance through Parent organization or company

Liability insurance was declined

Liability insurance was accepted

Amount of \_\_\_\_\_ payment enclosed with permit

Louis Riel School Division \_\_\_\_\_ Date: \_\_\_\_\_

Permit Applicant's Signature \_\_\_\_\_

Permit Group Name \_\_\_\_\_

OUTSIDE USER LIABILITY INSURANCE RATES - \$2,000,000 COMMERCIAL GENERAL LIABILITY				
SPORTS	number of participants	Premium – includes 7% P.S.T.		
		One day	Two Days	Seasonal
Badminton, Dance lessons, Horseshoes, Tennis	1-25	\$26.75	\$53.50	\$80.25
	26-100	\$53.50	\$107	\$160.50
	101-250	\$80.25	\$160.50	\$240.75
	Over 250	Refer	Refer	Refer
Baseball, Basketball, Field Hockey Floor hockey, Handball, Soccer, Squash, Softball Volleyball, Swimming with Lifeguard, Non-Contact Touch/Flag Football, Track 7 Field	1-25	\$53.50	\$80.25	\$160.50
	26-100	\$107	\$160.50	\$321
	101-250	\$160.50	\$240.75	\$481.50
	over 250 Pick up Max. 30 Players league	Refer	Refer	Refer
Recreational Non-Contact Ball Hockey		\$53.50	\$80.25	\$107
		Refer	Refer	Refer
MEETINGS & OTHER EVENTS	number of participants	Premium – includes P.S.T.		
		One day	2 - 3 Days	Seasonal
<b>No Alcohol:</b> Example: Art & Crafts, Bridge Sewing Groups Church meetings, Rummage Sales, Prenatal classes Seniors Group Meetings, Family reunions, Teas Homecomings, birthday & Anniversary Parties	1-25	\$26.75	\$53.50	\$80.25
	26-100	\$53.50	\$107	\$160.50
	101-250	\$107	\$214	\$321
	215-500	\$160.50	\$321	\$535
Over 500	Refer	Refer	Refer	
<b>With Alcohol, Add to above premiums:</b>	1-15	\$80.25	\$160.50	\$240.75
	26-500	\$133.75	\$267.50	\$401.25
	Over 500	Refer	Refer	Refer

Activities not listed-contact S. Sollelveld at HUB International Ph: 1-204-888-8374