

PROSPECTIVE OCCUPANT CHECKLIST

For each item below, the prospective facility occupant should read the instructions and check the appropriate box.

Y N

- 1. Have you read, completed, and signed the Facility Use Agreement included as Attachment 3 to this Facility Use Handbook? Will you comply with its terms and conditions?
- 2. Have you read and signed the Facility Use Guidelines included as Attachment 1 to this Facility Use Handbook? Will you comply with the requirements?
- 3. Do you understand that you are responsible for informing all event participants of the need to comply with the terms of the Facility Use Agreement and Facility Use Guidelines?
- 4. Have you completed and signed the Facility Use General Liability Questionnaire included as Attachment 2 to this Facility Use Handbook?
- 5. Do you have the necessary evidence of liability coverage?

If you answered “yes” to questions 1 through 5, please sign below and return this form to the district along with: (1) the signed Facility Use Agreement; (2) the signed Facility Use Guidelines; (3) the signed Facility Use General Liability Questionnaire; and (4) a copy of your insurance certificate, which should list the district as an additional insured party.

If you answered “no” to one or more of questions 1 through 4, please work with district personnel to resolve any questions and complete the remaining steps. If you answered “no” to question 5, you have the option of purchasing the necessary general liability coverage through OneBeacon Entertainment (One Beacon). If you wish to purchase this insurance, please complete and sign the form below and return this form to the district along with a signed copy of the Facility Use Agreement, Facility Use Guidelines, and Facility Use General Liability Questionnaire. You may also apply for facility use insurance through [OneBeacon Entertainment](#).

Name of organization using facility: _____

Name of organization contact (print): _____

Signature of organization contact: _____

Date: _____