

Insurance Information for Outside Organization Use of School District Facilities

PLEASE NOTE: Your organization MUST submit a Certificate of Insurance listing Franklin Township Board of Education (FTBOE), 2301 Route 27, Somerset, NJ 08873 as a Certificate Holder.

The Certificate Holder (FTBOE) must ALSO be listed on the Certificate as an ADDITIONAL INSURED. The minimum amount of insurance coverage for personal injury, bodily injury and/or property damage is to be \$1,000,000 combined single limit.

This requirement includes local groups such as Girl Scouts, Scouts, Pop Warner or local civic organizations.

The Certificate must include the true nature of the event, the time, dates and amount of persons expected to attend.

THE INSURANCE CERTIFICATE AS WELL AS FEES FOR USE OF THE SCHOOL MUST BE PAID AT LEAST FIVE (5) DAYS PRIOR TO THE EVENT OR THE EVENT CANNOT TAKE PLACE.

Thank you.

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