



BRUNSWICK COUNTY SCHOOLS

35 Referendum Drive • Bolivia, North Carolina 28422 • Phone: 910-406-5100 • Fax: 888-291-7891

Instructions for Facility Use

- Print out all documents.
- Fill out forms and take to the school you are interested in using.
- Provide a "Certificate of Liability" form from your insurance company listing the Certificate Holder as follows:

BCS Board of Education

35 Referendum Dr.

Bolivia, NC 28422

- The Principal, along with the Chief Operations Officer (or other Authorized BCS Operations Representative) must approve the event.
- Please have all documents and money turned in to the school **two (2) weeks prior** to the event.

If you have any questions, please call or email the Operations Department.

Megan Grissett.
mgrissett@bcswan.net
910-782-5038



BRUNSWICK COUNTY SCHOOLS FACILITY USE APPLICATION

SCHOOL _____

FACILITY (AREA(S) NEEDED) _____

DATE OF REQUEST _____

EVENT DATE(S) _____

Attach schedule or calendar for recurring dates

APPLICANT ORGANIZATION _____

PROFIT/PRIVATE or NON-PROFIT _____

CONTACT NAME _____

E-MAIL ADDRESS _____

CONTACT ADDRESS _____

CONTACT PHONE _____

Briefly describe the event: _____

Time of Entry _____ Time of Exit _____

PROOF OF INSURANCE ATTACHED ____ YES ____ NO

WILL TECHNICAL SUPPORT BE REQUIRED? ____ YES ____ NO

IS THIS A STANDING USE REQUEST? ____ YES ____ NO

(Must attach a **CERTIFICATE OF LIABILITY INSURANCE**, Showing Brunswick County Board of Education as a Certificate Holder.)

Additional Authorization by Superintendent _____

| VERIFIED: PRIVATE/ PROFIT NON PROFIT | Cost/Hour | # of Hours | # of Days | Total |
|---|-----------|------------|-----------|-------|
| Usage Rate (see current fee schedule) | | | | |
| Custodial/Additional Personnel at \$25.00 per hour | 30.00 | | | |
| Cafeteria personnel @ \$25.00 per hour (for kitchen use) | | | | |
| Other: Additional Disinfectant Protocol (Includes Labor & Materials) | | | | |
| | | | | |
| STANDARD FEE PER EVENT (Pre-entry and Post-entry Services) | 30.00 | N/A | | |

TOTAL FEES, based upon current Fee Schedule, paid to Brunswick County Schools at time of application:

Total represents (circle one): Daily Weekly Monthly Duration of Contract

Check Attached \$ _____

I, the undersigned, hereby attest that I am duly authorized signatory for organization indicated above; I have received a copy of Board Policy 5030 regulations and have read and understand them; I agree to abide by their stipulations. I agree to abide by all rules, regulations, and procedures stipulated by the building principal concerning use of these facilities and to assume full responsibility for any and all property damage or bodily injury sustained while the facility is under my authority.

I AGREE TO NOTIFY THE SCHOOL PRINCIPAL PRIOR TO THE EVENT IN CASE OF CANCELLATION.

Signature of Organization Official

Date

For Brunswick County Schools Use

| | |
|--------------------------------------|------|
| | |
| Endorsement of Building Principal | Date |
| | |
| Approved by Chief Operations Officer | Date |

**TECHNOLOGY NEEDS
FACILITY USE CONTACTS**

**Note: This contact list is to be used for approved FACILITY USE purposes only.
Customers are not to contact these persons for any other reason.**

| NAME | TITLE | PHONE NO. |
|---------------------|------------------------------|--------------|
| | | |
| David Rohrback | Data Systems Manager | 910-269-7754 |
| Ken "Alex" Auerbach | Server & Software Technician | 910-742-2573 |
| Dave Spence | Network Technician | 910-274-1131 |
| | | |

Brunswick County Schools
Fee Schedule for Use of School Facilities / Grounds

| Building Type/Location | Usage Fees Non Profit * | Usage Fees Private |
|---|------------------------------------|-------------------------------|
| Elementary/Middle School Athletic Fields | \$10.00 per hour | \$25.00 per hour |
| High School Baseball/Football Stadiums | \$25.00 per hour | \$45.00 per hour |
| Elementary/Middle School Gym or Multi-Purpose Room | \$35.00 per hour | \$55.00 per hour |
| High School Gym | \$45.00 per hour | \$85.00 per hour |
| Gymnatorium* | \$60.00 per hour | \$85.00 per hour |
| Classrooms | \$35.00 per hour | \$35.00 per hour |
| Cafeterias (w/o Use of Kitchen) | \$40.00 per hour | \$65.00 per hour |
| Parking Lots | \$10.00 per hour | \$10.00 per hour |

Additional Fees:

Custodial Cost \$30./man hour

Security Cost (if applicable) \$30./man hour

School Personnel (if applicable) \$25./man hour

Kitchen of Cafeteria \$30./hour plus Kitchen Supervisor & Required Staff @ \$25./man hour

Sound System \$50.00 per hour (List of Approved Operators to be Provided to Customer)

Lights for Athletic Field \$80.00 (up to 12 hr Usage)

*** Available at Town Creek Middle and Waccamaw only**

Policy 5030/9500 Use of School Facilities

The Brunswick County Schools Board of Education believes that the primary purpose and function of the public school facilities is to provide quality educational environments conducive to the learning of the students they serve. The Board endorses the goals of the Community Schools Act and is committed to community use of school facilities and grounds by citizens and citizen organizations for civic, cultural, educational, recreational, and other such activities. The use of school facilities by community groups should be consistent with the education program and the goals and objectives of the Board and school system.

Any use of school facilities that disrupts school activities or that damages school property will not be permitted. The board will make specified indoor and outdoor school facilities available for use by eligible community groups under agreements developed in accordance with this policy.

A. Definitions of Terms

| | |
|---------------------------------------|---|
| School | The actual local school building and surrounding grounds, including all property owned by the Board of Education contiguous to that school, under the supervision and oversight of a duly appointed principal |
| Facilities | The standing structures on any given school or building site. |
| Grounds | The exterior spaces utilized by any given school, including entranceways, parking lots, playing fields, and playgrounds. |
| School-Sponsored | Pertaining to organizations, events, and activities undertaken and/or overseen by the school itself within the scope of the school's curricular, co-curricular, and/or extra-curricular programs under the supervision and authority of the principal. Examples include, but are not necessarily limited to, school athletic teams, co- and extra-curricular student clubs and associations, performing arts groups and ensembles, class and/or grade activities, staff and employee organizations. |
| School-Affiliated | Pertaining to adult organizations, events, and activities undertaken and/or overseen by individuals or organizations that have an affiliation and/or partnership with the schools and operate programs for the benefit of the school and/or its constituent grades, classes, or school-sponsored organizations. Examples include, but are not necessarily limited to, PTA/PTO organizations, Parent Advisory Councils, athletics and arts booster clubs, alumni groups, and Communities in Schools. |
| Public | Those agencies, institutions, and organizations that operate in the public domain and conduct their business for the benefit of the public-at-large. Federal, state, and local government agencies are examples, particularly local and county government agencies such as Parks and Recreation and the Board of Elections. |
| Non-Profit Youth Groups | Character-building, recreational and educational groups of school-aged children of Brunswick County. Examples include, but are not limited to scouts and 4-H groups. |
| Other Non-Profit Organizations | Organizations that fulfill a charitable and/or public service role in the community or that exist to support one or more public efforts, missions, ministries, events, or activities. Examples include, but are not necessarily limited to Chambers of Commerce, civic clubs, church groups, private relief agencies, community planning groups, and political parties recognized by the Board of Elections. |
| Private | All others who do not fit the definitions of the other four organization classifications. This includes, but is not limited to, public citizens wishing to use facilities for receptions, parties, family reunions, etc. |

B. User Organization Classification

All individuals and organizations wishing to secure use of any school facilities and/or grounds shall be classified, for purposes of this policy and the administration of its provisions, as one of the following:

- School-Sponsored (see above)
- School-Affiliated (see above)
- Public Agencies (see above)
- Non-Profit Youth (see above)
- Other Non-Profit (see above)
- Private (see above)

In cases where the correct classification of any individual or organization is in dispute, the Superintendent shall rule on the classification to be applied to any applicant.

C. Priority in Use

In accordance with [G.S. 163-129](#), the county board of elections is entitled to use school facilities as a polling place on election days. School-sponsored groups and activities, such as school athletic events, and school drama and choral productions, and meetings of student organizations, including organizations permitted to meet under the Equal Access Act, will otherwise have first priority in the use of school facilities. Brunswick County Parks and Recreation programs will have second priority; second only to scheduled school events.

For-profit groups are not permitted to use school facilities. Priority in the use of school facilities by other individuals or groups shall be on a first-come/first-serve basis. Activities and organizations that fit within the above categories will not be denied access based on race, religion, gender, disability or viewpoint. All groups within the same user category will be charged for facility use according to the uniform fee structure.

1. School-related groups (organizations formed to support the school in some manner, such as the PTA, PTO, teachers' and principals' organizations, and booster clubs)

Fees: Fees for use of kitchens will be charged, as applicable, to cover costs. Custodial or supervisory fees may be charged.

2. Brunswick County Parks and Recreation youth athletic leagues.

3. In accordance with [G.S. 115C-527](#), political parties for the express purpose of annual or biennial precinct meetings and county and district conventions

Fees: Custodial and utility fees may be charged.

4. Local government and youth organizations, including, but not limited to, scouts and 4-H

Fees: Custodial, and/or supervisory fees will be charged. Fees for use of kitchens will be charged, as applicable, to cover costs. Utility fees may be charged.

5. All other not-for-profit groups (all groups not included in the other categories as well as political parties when meeting for purposes other than precinct meetings or county or district conventions)

Fees: Rental, utility, and custodial and/or supervisory fees will be charged. Fees for use of kitchens will be charged, as applicable, to cover costs.

Prior to the beginning of each school year, the superintendent shall submit for Board approval, a fee structure that lists the amount or method of calculating rent and fees to be charged for facility use.

D. User Fees

The superintendent shall submit a fee structure that lists the amount or method of calculating rent and fees to be charged for facility use to the Board for approval prior to the beginning of each school year or as otherwise deemed necessary. All groups within the same user category shall be charged for facility use according to the uniform fee structure.

School-Sponsored and, School-Affiliated groups shall be exempt from all user fees. Public Agencies may be charged personnel costs and/or utility fees as appropriate, except as provided for under “Special Use Provisions” below. All other groups and individuals shall be subject to rental, utility, personnel and supervisory fees in accordance with the uniform fee structure.

E. Facilities Available for Use

The superintendent or designee shall develop and make accessible to the public a list of which school facilities are available for community use. Among the types of facilities that may be available for community use are: auditoriums, athletic fields, dining areas, kitchens, designated classrooms, gymnasiums, media centers and playgrounds. School facilities not listed as available for community use may be used only in exceptional circumstances based on a justified need and in accordance with terms approved by the superintendent or designee.

F. Procedures

All requests for use of any school facilities and/or grounds must be submitted to the office of the principal for the school being considered. School-Sponsored and School-Affiliated groups are not required to submit an application; all other groups and individuals are required to submit a completed application.

A copy of this policy shall be furnished to all applicants at the time they receive the facilities use application form. A copy of this policy shall be provided annually to groups not required to complete an application form.

The procedure for securing use of school facilities is as follows:

1. Submit a Facility Use Application, on the form approved by the superintendent, to the school principal where the event activity is scheduled to take place, including a check for the user fees and/or any other required documentation as determined by the principal.
2. The principal will do one of the following:
 - a. Approve the request and forward the application and all checks and/or attachments to the executive director of operations; or
 - b. Not approve the request and return the application and any check or attachment to the applicant.
3. If not approved by the principal, the application is denied. If approved by the principal, the application must further be approved by the chief operations officer. Once the application is approved, copies are distributed to the school, the applicant, and a copy is kept on file in the operations division. The original application and payment is then forwarded to finance for deposit.
4. The principal will notify the School Resource Officer or the Brunswick County Sheriff's Department of events approved under this section in which a security presence is advisable.

5. Applicant holds the approved event or activity.

6. School personnel who are assigned to work the event or activity submit a Special Event timesheet to the chief operations officer for approval; the timesheet is then forwarded to finance for payroll processing and a copy sent to the employee and administrative assistant.

G. Denial of Use

Individuals or organizations may be denied use of school facilities on any grounds deemed appropriate by the school principal, chief operations officer, superintendent, or the Board of Education, except that in no event shall a denial be based on the race, religion, gender, disability or viewpoint of the intended user. Use of facilities should generally conform to the standards set by the Community Schools Act and use may be denied for reasons to include, but not necessarily be limited to, the following:

- Unavailability of the requested facility, facilities, grounds or school personnel.
- Incomplete and/or inaccurate information provided on the application.
- Insufficient fees included with the approved application.
- Outstanding balance owed from previous facilities rentals.
- Failure to provide required documentation with the application.
- Violation of any provision of the Rules Governing the Use of School Facilities.

H. Special Use Provisions

1. Generally speaking, each request for use of school facilities and/or grounds shall stand as a separate request for a particular day or succession of days for like events/activities sponsored by the same party. Certain organizations, however, may petition the Superintendent or designee for a “standing request” over the course of a longer period of time during any given school year, but not to exceed one school year at a time, due to the nature of their programs (examples: Brunswick County Parks and Recreation Department, Brunswick Community College Department of Athletics, etc.). Standing requests may only be authorized by the superintendent or designee and shall be administered through the submission of a calendar of events including dates, times, and locations for all activities covered during the request period and approved by the building Principal. Terms and conditions of use, including reciprocal arrangements, if any, along with procedures for use will be provided to the applicant signed by the principal and the executive director of operations.

2. A precinct meeting may be held without charge once each school year by each political party recognized by the County or State Board of Elections at each school which is designated as a polling place. Each party must schedule all of its precinct meetings on the same date. Applications to hold precinct meetings shall be submitted according to the same provisions for all applicants pursuant to this policy. All other use of school facilities and/or grounds by political parties shall be on a fee basis in accordance with the fee schedule approved by the Brunswick County Board of Education for use by Non-Profit organizations.

3. Pursuant to [GS §163-129](#), the Brunswick County Board of Elections shall be extended all due cooperation in use of any school facilities without charge for the purpose of conducting registration and voting for any primary or election.

4. Any federal, state, or local unit of government or government agency with due authority to hold public meetings and/or hearings may do so at any Brunswick County school or administrative building for that purpose with all due cooperation of the Brunswick County Schools without charge except for security and/or custodial services, as may be needed. Requests for such use must be

submitted in accordance with regular application procedures except in cases of emergency or urgent public interest, in which case the Superintendent may waive the application procedure.

I. Rules Governing Use of School Facilities

Users of school facilities must comply with the following rules:

1. Users must comply with all federal, state and local laws and all rules established by the board, the superintendent or designee, and the principal.
2. Users must comply with the requirements of the American with Disabilities Act (ADA) (particularly Subchapter III pertaining to Public Accommodations and Services Operated by Private Entities) and the federal regulations that have been adopted for the implementation of the ADA. Each user of school facilities has a duty to operate its service, program or activity so that it is readily accessible to persons with disabilities, except as authorized by the ADA. Each user is required to have a plan for providing access to its service, program or activity by persons with disabilities which shall include, but is not necessarily limited to, the procedures for overcoming architectural barriers and procedures for communicating with visually and hearing-impaired individuals.
3. Users must comply with board policy and legal requirements forbidding the use of tobacco products in school facilities and on school grounds (see policy [5026/7250](#), Smoking and Tobacco Products).
4. Users shall not consume or possess alcohol or drugs on school grounds (see policy [5025](#), Prohibition of Alcoholic Beverages).
5. Users shall not possess weapons or explosives while on school grounds except in the limited circumstances permitted by state law and policy [5027/7275](#), Weapons and Explosives Prohibited.
6. Users are responsible for supervising their activity and the people present at their activity. Users are responsible for maintaining order and safety during the activity.
7. Users shall leave the school premises promptly when its leased term has expired.
8. Users shall leave the school premises, including parking lots, in a secure, clean, neat, and orderly manner.
9. Any violation by a user of the provisions of this policy or any applicable regulations shall be grounds for the suspension of the user's privilege to use school facilities for such period of time as deemed appropriate by the principal, subject to the review of the superintendent and the board of education.
10. The Principal or the Chief Operations Officer may require that school personnel be present before, during, and/or after any event or activity held in/on school facilities and/or grounds, by any individual or organization except School-sponsored and School-affiliated organizations. Such school personnel shall be assigned by the principal at the time of the application and employment costs shall be calculated into the usage fees, payable by the applicant in the initial payment included with the application. Examples of such school personnel to be assigned when the school is in use include, but are not necessarily limited to, the following:

Facility supervisor

Kitchen/cafeteria supervisor

Facility assistant(s)

Kitchen/cafeteria assistant(s)

Custodian(s)

Security personnel

11. Users shall not drive nails, tacks, or screws into the floors, walls, ceiling, desks, or any other school property.
12. Users shall not paint, wallpaper, mark, or deface any school property.
13. Users shall not wire or connect electrical equipment such as stage lighting equipment or adjust the heat or air conditioning controls, unless specifically approved in advance by the Principal.
14. Users shall wear appropriate athletic shoes when using gymnasiums or tennis courts.
15. Users shall remove all its property such as decorations, theater props, and equipment from school premises and return all school property, such as chairs, tables, equipment, etc. to their proper locations promptly after the completion of the use.
16. Users shall become familiar with and shall comply with the fire codes of the city and county as appropriate to the location of the facility.
17. Users shall protect all floors when moving furniture and/or equipment.
18. The following conduct is prohibited:
 - Any activity which is in violation of the laws, ordinances, or policies of Brunswick County, the Brunswick County Schools, the state of North Carolina, or the United States of America;
 - Gambling, with the exception of raffles conducted in accordance with [G.S. 14-309.5](#) *et seq*;
 - Dances, unless sponsored by and under the supervision of a city or county recreation department or a school-related organization;
 - Horseback riding and motorcycle (or motorbike) riding unless approved by the superintendent;
 - Usage after 12:00 p.m. (midnight) unless special permission has been granted; and
 - Any activity which in the opinion of school officials would cause or be substantially likely to cause damage to school property; for example, playing fields should not be used during inclement weather or when their use will render their condition unfit for school purposes.
19. The user agrees to hold the Brunswick County Board of Education and its employees free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a school facility including claims that may arise from or out of alleged violations of the ADA and its implementing regulations.
20. Approved applicants shall not assign or transfer permits to use school facilities and/or grounds to any other individual or organization.
21. An agreement to use school facilities may be canceled or amended by the applicant, the school principal, the executive director of operations, or the superintendent for good cause provided seven (7) days notice is given to the other party. This provision may be extended or amended by the mutual agreement of the parties involved. If notice required by this section is not provided or good cause shown, the user shall forfeit all use charges.

J. Damages and Liability Insurance

Users of school facilities are responsible for the conduct of all persons involved in the users' activities while on school property. Users are responsible for all damage to school facilities, property or equipment

that occurs while the facility is being used by the group, regardless of who caused the damage.

All user groups, except school-sponsored groups and school-affiliated groups must furnish a certificate of insurance for general liability coverage with a minimum total limit coverage of \$1,000,000 for each claim made. Alternatively, the superintendent or designee may require any user group to execute a waiver of liability that states that no liability shall attach to the board of education, individually or collectively, for personal injury or personal property damage by reason of use of the school property.

K. Term and Acceptance of Lease

The superintendent is authorized to enter into agreements with community groups for the lease of school property for terms of one year or less. All such leases must be reviewed and approved in advance by the board attorney. The superintendent shall inform the board of the execution of any lease at its next regularly scheduled meeting. Leases may be renewed following the same process.

Absent unusual circumstances, leases shall not be granted for a term longer than one year. A lease for more than one year must be approved in advance by the board.

L. Review of Decisions Concerning Use of School Facilities

Any person or organization may request a review of any decision made by a school employee pursuant to this policy in accordance with policy [1740/4010](#), Parent and Student Grievance Procedure.

Legal References: Americans with Disabilities Act, [42 U.S.C. § 12101](#) *et seq.* [28 C.F.R. pt.35](#); Equal Access Act, [20 U.S.C. §§ 4071-4074](#); [28 C.F.R. part 36](#); Boy Scouts of America Equal Access Act, [20 U.S.C. 7905](#), [34 C.F.R. pt. 108](#); [36 U.S.C. 20101](#) *et seq.*; [G.S. 14-269.2](#); Community Schools Act, [G.S. 115C-203 to -209.1](#), [115C-524](#), [-527](#); [160A-274](#); [163-129](#)

Cross References: Parent and Student Grievance Procedure (policy [1740/4010](#)), Prohibition of Alcoholic Beverages (policy [5025](#)), Smoking and Tobacco Products (policy [5026/7250](#)), Weapons and Explosives Prohibited (policy [5027/7275](#))

Adopted: August 17, 1994 (as separate policies 7401, 7402, 7403) and March 23, 1994 (as separate policy 1850)

Revised: August 19, 2003 (as policy 5030), July 18, 2006; August 4, 2009. September 13, 2011, March 5, 2013, June 15, 2016, March 8, 2018 (technical change only), June 4, 2019, March 2, 2021, September 7, 2021, April 5, 2022

Brunswick County Schools



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|----------|-------------------------------|----------------|--------|
| PRODUCER | CONTACT NAME: | | |
| | PHONE (A/C, No, Ext): | FAX (A/C, No): | |
| INSURED | E-MAIL ADDRESS: | | |
| | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| | INSURER A: | | |
| | INSURER B: | | |
| | INSURER C: | | |
| | INSURER D: | | |
| | INSURER E: | | |
| | INSURER F: | | |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|------------------------------|------------------------------|---------------|-------------------------|-------------------------|---|
| | GENERAL LIABILITY | | | | | | EACH OCCURRENCE \$ |
| | <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ |
| | <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR | | | | | | MED EXP (Any one person) \$ |
| | | | | | | | PERSONAL & ADV INJURY \$ |
| | | | | | | | GENERAL AGGREGATE \$ |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | PRODUCTS - COM/OP AGG \$ |
| | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | \$ |
| | AUTOMOBILE LIABILITY | | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ |
| | <input type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) \$ |
| | <input type="checkbox"/> ALL OWNED AUTOS | | | | | | BODILY INJURY (Per accident) \$ |
| | <input type="checkbox"/> HIRED AUTOS | | | | | | PROPERTY DAMAGE (Per accident) \$ |
| | | | | | | | \$ |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE \$ |
| | <input type="checkbox"/> OCCUR | | | | | | AGGREGATE \$ |
| | EXCESS LIAB | | | | | | \$ |
| | <input type="checkbox"/> CLAIMS-MADE | | | | | | |
| | DED <input type="checkbox"/> RETENTION \$ | | | | | | |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | | | | | | <input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) | Y/N <input type="checkbox"/> | N/A <input type="checkbox"/> | | | | E.L. EACH ACCIDENT \$ |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT \$ |
| | | | | | | | |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE