

Liability Insurance

All users of Pembina Trails School Division Facility Permits must have liability insurance coverage for the activities to be held in Pembina Trails School Division facilities. Please note the following requirements:

- The minimum amount of liability coverage is \$2 million. A higher amount may be required under certain circumstances.
- The name of the Insurance Policy Holder must match the name of the Organization applying for the Pembina Trails School Division Facility Permit.
- The insurance must be valid on the date of the permit. For permits with multiple dates, the policy must cover at least the first month of the permit dates. Thereafter, before the insurance expires, a renewed certificate must be provided at least one month in advance, to cover the rest of the permit.

A copy of the insurance certificate meeting the above requirements must be provided to the Pembina Trails School Division facilities department before a permit can be approved.

Purchasing Insurance

HUB is a recommended option if you are purchasing liability insurance solely for the purpose of a Pembina Trails School Division facility permit. Underwriting and payment will be processed directly through Instant Risk portal. Please click on the link on the main Community Use of Schools page (Liability Insurance Application Portal).

Please ensure that the details provided to HUB Brokers are the same as on the permit application. **It is recommended that you wait until we confirm space availability before purchasing insurance.**

In the event you have questions, please feel free to reach out to the Community Use of Schools Department at permits@pembinatrails.ca or phone 204-488-1767 ext 1222.

PLEASE NOTE: You are under no obligation to purchase from HUB Insurance Brokers. Insurance policies from other companies are acceptable, so long as the requirements listed above are met.

Frequently Asked Questions (FAQ's)

INSURANCE

1) Do I insurance in order to permit Pembina Trails School Division space?

All permits must have insurance coverage and when possible, Pembina Trails School Division added as the additionally insured. Please upload your certificate of insurance when you submit your online permit request. When requested, we provide information to groups looking to purchase the necessary liability insurance.

2) What is required for the Certificate of Insurance?

The Certificate of Insurance should carry minimum liability coverage of \$2,000,000. It must be a current certificate.

3) What type of groups/activities are not eligible for Pembina Trails School Division permits?

Private group uses such as wedding receptions, anniversary celebrations, wedding/baby showers, baptism celebrations, birthday parties, product promotion parties and similar private gatherings, any for profit organizations or entities. Any private school, or organization that duplicates the educational services provided by the school division, where expected participants are of school age and any organization that has their own facilities.