

FACILITY RENTAL

RECOMMENDED INSURANCE REQUIREMENTS



Many of our municipalities allow individuals and groups to use or rent municipal- owned facilities. When someone is injured at one of those events, they may sue the city and the event organizer. Dealing with claims, regardless of their merit, can be expensive and time-consuming. NMSIF recommends the following for rental of municipally owned facilities:

Facility Rental Contract outlining type of event and responsibilities of the renter/municipality. Contract should include:

- Hold Harmless/Indemnification in favor of the municipality.
- Insurance requirements including a minimum of \$1m per occurrence bodily injury/property damage naming the municipality as an additional insured.
- Workers Compensation (if business related) including a waiver of subrogation in favor of the municipality.

Renter insurance requirements can be met by any of the following:

- Insurance provided through their organization or governing body. Evidence should be provided on an ACORD certificate including the Additional Insured box checked.
- A special event policy purchased through their own insurance agent meeting the above requirements
- Purchase TULIP coverage for their event facilitated by NMSIF. Download the TULIP flyer and provide to your renter along with your Municipal code (found on the excel spreadsheet)