

Request is:

Tentative * _____

Confirmed _____

Canceled _____

* If this is a tentative request, you have 10 days to confirm or your reservation will be cancelled.

FACILITY USE REQUEST WRIGHT CITY R-II SCHOOL DISTRICT

Please return original to:
WCR-II Central Office
90 Bell Road
Wright City, MO 63390-3202
636-745-7200
636-745-3613

Date facility needed	Day of the week
Group/sponsor	
Brief description of the requested facility use	
Use start time	Use end time
If request is for a regular weekly/monthly time, please describe	
Location being requested	Room
Rain plan/alternate site	Estimated attendance
Name, address & phone of primary contact person	Name, address & phone of secondary contact person
Will your group need access to the building to decorate or set-up before the time/day of the use? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, when?	
Admissions standards for the event: <input type="checkbox"/> Ticket Required <input type="checkbox"/> Invitation Only <input type="checkbox"/> Open to the Public	
Do you anticipate guests with special needs/physical challenges? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	
Will food be served? (special permission is required) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe:	
Is special room set-up required? (a separate charge may apply) <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe your needs:	

Will there be a need for custodial services after the event? (a separate charge may apply)

Yes No

If yes, please describe:

Will outside equipment be delivered/picked up?

Yes No

If yes, please describe:

Is audiovisual equipment needed? (a separate charge may apply)

Yes No

If yes, please describe:

GENERAL CONDITIONS FOR FACILITY USE

User agrees that the property and facilities of _____ (Facility herein shall be defined as the portion of the property wherein the event is being held as well as any other parts of the campus being utilized by the group including, but not limited to, parking lots, fields, sidewalks, hallways and restrooms) shall be used only for purposes that conform to, and in a manner consistent with, federal, state and local law and the policies and procedures of the institution and only for the purposes as described herein.

1. User agrees to abide by all fire, safety, traffic and parking, and public safety requirements of the Institution.
2. Smoking is not permitted in any facility.
3. The sale, consumption or possession of alcoholic beverages shall not be permitted on the premises at anytime. Nor shall any person who is in a drunken or intoxicated condition, or who is under the influence of liquor, be permitted on the premises. The primary contact person above will be held responsible for the enforcement of this rule.
4. The use of profane language or gambling in any form is not permitted in any facility.
5. No use of equipment shall be granted unless an instructor or attendant, approved by the institution, is in charge of the rooms or equipment.
6. User agrees to be responsible for any damages to any facilities and/or property or injury to other persons caused by persons using the facility under this Agreement.
7. User agrees to indemnify, defend and hold harmless _____, its board, administrators, employees, agents and volunteers from any and all claims, suits, actions and liability arising or alleged to arise out of injuries or damages sustained by any person as a result of the use of the facility under this Agreement, notwithstanding the negligence of the institution, its board, administrators, employees, agents and volunteers.
8. User agrees to provide proof of comprehensive general liability insurance of not less than \$2,000,000 per occurrence, which names the institution as an additional insured. The institution reserves the right to cancel this Agreement if such proof of insurance is not provided at least two weeks prior to the scheduled use and maintained throughout the use. In the event acceptable proof of insurance cannot be provided by the user, the institution can arrange for the procurement of Special Event Insurance at the rate of \$77.00 (*\$83.00 with optional Participant coverage) per event day for 1,000 or fewer participants and \$107.00 (*118.00 with optional participant coverage) per event day when participants are over 1,000. Deductible is \$250 per claimant. (Institution can provide a Special Events Insurance application.) Questions can be directed to the Institution or the M.U.S.I.C. Team at our insurance provider at (800) 877-8218.
9. Failure to abide by the terms of this Agreement may result in the immediate termination of the Agreement by the institution.
10. This Agreement may be modified only by the written agreement of the User and the institution.

Estimated rental charge	Estimated other fees
Amount of Payment	Date of Payment

11. Fees must be paid at the time reservations are confirmed. Payment is to be made by check payable to Wright City R-II School District.
12. Cancellations are accepted up to one week prior to the facility use. A full refund will be made unless the institution has incurred costs in preparation for the use. Any refund would be reduced by those costs. No refund will be made for cancellations received less than one week prior to the use.
13. The institution reserves the right to cancel this reservation if, in its sole discretion, it has reason to believe that the facility use will conflict with the General Conditions above. The institution also reserves the right to change reservations to other rooms with the understanding that, if possible, comparable facilities will be provided.
14. Users of facilities will abide by the General Conditions.

Signature of Primary Contact Person

Date

COMMUNITY USE OF DISTRICT FACILITIES

Application for Use

Governmental entities and nonprofit organizations that wish to use district facilities must receive permission from the superintendent or designee. The district will not reserve the space or grant permission until after the group provides the superintendent or designee:

1. A completed application to use district facilities. The application must be made at least one month prior to the date of requested use and must be signed by a representative of the group who is at least 21 years old and has the legal authority to bind the group contractually. This representative is responsible for the actions of the group and is required to arrive prior to the gathering and remain until all persons leave.
2. The signing of an application for use of school facilities shall be interpreted as a guarantee to the district that the organization will be responsible for the proper use of the premises, for proper adult supervision, for orderly conduct of the meetings held under its control and for prompt payment to the district to cover a required deposit and/or any damage to school property resulting from the organization's use of the facility.
3. Proof of insurance in an amount no less than \$1,000,000. The Wright City R-II School District, 90 Bell Road, Wright City, Missouri, is to be shown as an additional insured in the certificate holder box on the general liability policy.
4. A completed indemnity and hold harmless agreement signed by the group representative on behalf of the group.
5. Applicable deposits and fees, if any, must be paid one week prior to the event.

Available Spaces

Only the following spaces are available for use, unless an explicit exception is granted by the superintendent or designee:

1. Classrooms
2. Stadiums
3. Athletic Fields
4. Gymnasiums
5. Playgrounds
6. Cafeterias
7. Kitchens, but only if a member of the district's food service staff is present

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Day and Time Restrictions

The following rules apply unless an explicit exception is granted by the superintendent or designee:

1. District-sponsored groups and activities will receive priority over any other group use. The district will deny requests if the superintendent or designee determines that the use may disrupt a district-sponsored activity or event nearby or otherwise distract from a district function. A group's use may be canceled if a district-sponsored group needs to use the facility.
2. District facilities are not available for community use during the school day when students are present, and all use must occur between 6:00 a.m. and 9:00 p.m.
3. Only governmental entities or nonprofit community groups (such as the Boy Scouts of America or the Girl Scouts of the United States of America) directly serving district students are permitted to use school buildings during the two hours before and two hours after the official academic day.
4. The superintendent or designee will maintain the official district calendar and clearly designate days in which the district's facilities may not be used. No entity or group may use district facilities on any day designated as a holiday by the Board of Education.
5. When the district or the district building to be used is closed due to inclement weather or an emergency, all group uses will be canceled for that day.
6. Groups must provide written notice of cancellations at least 24 hours prior to the date of the scheduled use to be eligible for a refund of fees paid for facility use.

Use Requirements and Restrictions

The following rules apply unless an explicit exception is granted by the superintendent or designee:

1. Groups issued permits to use district facilities must make the permits available for district staff to review during all authorized use periods. A permit to use district facilities granted to one group is not transferrable to a different group.
2. Groups will only be provided access to the rooms or spaces specifically requested in the application and only for the dates requested and approved.
3. A group may use desks, chairs and tables located in the room or facility designated for the group's use, but otherwise a permit to use district facilities does not give permission for the

group to use district equipment such as interactive whiteboards, computers, all types of technology, electronic equipment, projectors or projection equipment, kitchen appliances, scoreboards, athletic equipment or athletic gear, musical instruments or public address systems, etc. The superintendent or designee may provide access to equipment at his or her discretion and may charge a fee or a security deposit for such use. The superintendent or designee may determine that some equipment may only be used by district staff or the use must be supervised by district staff. The district will charge the group for the cost of providing a knowledgeable employee, such as a technician for the auditorium or a cook for using kitchen appliances.

4. Organizations or persons wishing to use any type of equipment owned by the district must include the request in the facility use permit application and all requests will be approved on a case-by-case basis.
5. Facility use permits may be denied by the superintendent or Board of Education if it is felt that the individual/organization seeking to use the facility will not adequately care for the facility, or will use the facility for purposes contrary to acceptable district standards.
6. Use of gyms will be limited to two times in one week.
7. To be considered an athletic feeder team of the WCSD, the team's roster must be 75 percent WCSD students.
8. The group representative who made the reservation is responsible for maintaining order and monitoring the behavior of those attending. Adult supervision is required and groups are responsible for supervising children associated with the group. Excessive noise or disturbance to neighbors of the facility or other persons using district facilities is prohibited. The district does not assume any liability for the behavior or actions of the group.
9. All groups are required to follow the law; district policies, regulations and procedures; and directives from district staff. The use, possession or sale of tobacco products, alcoholic beverages, illegal drugs, fireworks, explosives or weapons is prohibited. Persons under the influence of alcohol or illegal drugs are not permitted on district property.
10. Services of school personnel do not include erecting or dismantling scenery or equipment, etc., but shall be limited to services necessary for placing the facility in condition for use.
11. Equipment provided by the organization using a school facility must be removed from the building promptly after the sponsored activity so as not to interfere with normally scheduled school activities. If such equipment, materials or rubbish is not removed by the sponsoring

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organization, the party to whom the permit was issued will be required to pay a removal and cleanup charge.

12. Building permits will not be issued for activities that are inappropriate for the requested space.
13. Gambling is prohibited, except for raffles and sweepstakes conducted by charitable organizations in accordance with law.
14. Groups may not bring live animals onto district property unless they are service animals allowed by law.
15. Groups are not allowed to use district facilities for storage except concession product may be stored in a secure manner in concession stands.
16. Groups are expected to leave the facility neat, orderly and as clean as it was prior to the group's use. Nothing may be attached to the walls, ceilings or floors without prior approval.
17. All vehicles must stay on parking lots.

Fees

The fees charged for use are set by the Board. If the superintendent or designee determines that an employee is necessary to assist a group using district facilities, and that providing this assistance will disrupt the employee's regular job duties or cause the employee to work extra hours, the district will charge the group the cost incurred by the district for providing the employee assistance. If an employee's presence is deemed necessary, the group may not use the facility if the designated employee is not available at the requested time.

Adequate police or security protection, as determined by the superintendent or designee, may be required at the expense of the group using the district's facilities. Damage deposits may be required.

Fee Structure and Organization Classification

Group A -- PTO, Alumni Association, Athletic Boosters, Band Boosters, Blue & Gold Foundation, Boy Scouts/Girl Scouts, City of Wright City, District Foundation, FFA Alumni, Project Graduation, Warren County Government, Wright City Area Chamber of Commerce and Wright City R-II District Activities.

Group B -- Athletic leagues/teams (75% Wright City students) operating under an umbrella organization, Community organizations other than those listed in Group A.

Group C -- Individuals, groups and organizations other than those listed in Groups A or B.

The organizations classified above are a sample list; any organization not listed will be classified by the superintendent and the Board of Education. The Board of Education shall have final authority in interpreting the classification of all organizations or individuals.

Wright City R-II School District Facility Fee Structure

Refundable Deposit

Group A	\$50.00 for the entire year
Group B	\$100.00 per rental agreement
Group C	\$200.00 per rental agreement

Rental available from August 1 through May 31. Athletic complex and East are available June 1 to July 31.

Rental Times

Building	Monday - Friday	Saturday & Sunday
Wright City High School	4:30 pm to 9:00 pm	6:00 am to 9:00 pm
Wright City Middle School	4:30 pm to 9:00 pm	6:00 am to 9:00 pm
Wright City West Elementary	5:30 pm to 9:00 pm	6:00 am to 9:00 pm
Wright City East Elementary	6:00 pm to 9:00 pm	6:00 am to 9:00 pm

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Buildings

	Group A		Group B		Group C
	Mon - Fri	Sat & Sun	Mon - Fri	Sat & Sun	Daily
Wright City High School					
Gym	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Cafeteria	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Library	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$35/hr + Custodial Fee
Classroom	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$35/hr + Custodial Fee
Conference Room	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$35/hr + Custodial Fee
Commons	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Kitchen	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$25/hr + Custodial Fee
Scoreboard	No Charge	No Charge	No Charge	\$25/hr	\$25/hr

	Group A		Group B		Group C
	Mon - Fri	Sat & Sun	Mon - Fri	Sat & Sun	Daily
Athletic Complex					
Practice Fields	No Charge	No Charge	No Charge	No Charge	No Charge
Field House	No Charge	No Charge			
Restrooms	No Charge	No Charge	Custodial Fee	Custodial Fee	Custodial Fee
Baseball/Softball Field	No Charge	No Charge	No Charge	No Charge	\$50/hr + Custodial Fee
Football Field	No Charge	No Charge	No Charge	No Charge	\$50/hr + Custodial Fee
Track	No Charge	No Charge	No Charge	No Charge	\$50/hr + Custodial Fee
Press Box	No Charge	No Charge	Custodial Fee	Custodial Fee	Custodial Fee
Scoreboard	No Charge	No Charge	Custodial Fee	Custodial Fee	Custodial Fee

	Group A		Group B		Group C
	Mon - Fri	Sat & Sun	Mon - Fri	Sat & Sun	Daily
Wright City Middle School					
Gym	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Cafeteria	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Library	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$35/hr + Custodial Fee
Classroom	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$35/hr + Custodial Fee
Commons	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Kitchen	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$25/hr + Custodial Fee
Scoreboard	No Charge	No Charge	No Charge	\$25/hr	\$25/hr

	Group A		Group B		Group C
	Mon - Fri	Sat & Sun	Mon - Fri	Sat & Sun	Daily
Wright City West Elementary					
Gym	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Cafeteria	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Library	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$35/hr + Custodial Fee
Classroom	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$35/hr + Custodial Fee
Kitchen	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$25/hr + Custodial Fee
Baseball Field	No Charge	No Charge	No Charge	No Charge	No Charge
Practice Field	No Charge	No Charge	No Charge	No Charge	No Charge

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	Group A		Group B		Group C
	Mon - Fri	Sat & Sun	Mon - Fri	Sat & Sun	Daily
Wright City East Elementary					
Gym	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Cafeteria	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Library	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$35/hr + Custodial Fee
Classroom	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$35/hr + Custodial Fee
Commons	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee
Kitchen	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$25/hr + Custodial Fee
Baseball Field	No Charge	No Charge	No Charge	No Charge	No Charge

	Group A		Group B		Group C
	Mon - Fri	Sat & Sun	Mon - Fri	Sat & Sun	Daily
Central Office					
Board Room	No Charge	Custodial Fee	No Charge	\$25/hr + Custodial Fee	\$40/hr + Custodial Fee

The above fee structure is billed per hour. When individuals or organizations go over the reserved time the extra time will be pro-rated in half-hour increments. There will be no refunds to individuals or organizations if their total reserved time is not utilized.

Fee Structure for Set-Up

Chairs (0-25)	No Charge
Chairs (26-50)	\$10
Chairs (51-100)	\$25

Chairs (101-200)	\$50
Chairs (201+)	\$75
Volleyball Stand	\$20 per occurrence
Tables (0-3)	No Charge
Tables (4-6)	\$10
Tables (7-10)	\$15
Tables (11-12)	\$25
Tables (21+)	\$50

Custodial Fees

\$36/ hour with 1 hour minimum on weekdays.
\$36/ hour with 2 hour minimum on weekends.

Custodial fees refers to the services of a variety of district personnel. Group A custodial fees (except kitchen rental) may be waived if a certificated staff member volunteers.

Kitchen rentals require kitchen personnel, which is included in the custodial fee.

Consequences

Failure to obey district rules could result in forfeiture of security deposits or refunds and denial of all future requests for use. In addition, the district will take all legal action to collect for any damage done.

* * * * *

Note: *The reader is encouraged to review policies and/or forms for related information in this administrative area.*

Implemented: 10/12/1995

Revised: 05/08/2003; 02/02/2009; 06/27/2012; 04/23/2013 (eff. 07/01/2013)

Wright City R-II School District, Wright City, Missouri

Special Events General Liability Application

This coverage is solely offered to members of the

Missouri United School Insurance Council

**COVERAGE TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE.
PLEASE DO NOT USE OUTDATED SPECIAL EVENT APPLICATIONS.**

RATES THROUGH 12/31/2014

Per Event Day*Basis

# of Attendees	Under 1,000	1,000 or More
Basic Premium (BP)	\$77.00	\$107.00
Optional Sports Participant Liability <u>Additional</u> Premium (OSPL)	\$6.00	\$11.00
Additional Insured Rate (AI)	\$100.00	\$100.00

Calculate your premium, using the above chart:

Basic Premium (BP)	
Optional Sports Participant Liability (OSPL)	+
Subtotal of Event Cost Per Day* (S1)	=
Number of Event Days* (See Page 2 Section A)	x
Premium Subtotal (S2)	=
Number of Additional Insureds (See Page 2 Section B)	
Additional Insured Rate (AI)	x
Additional Insured Subtotal (S3)	=
Total Premium Due (S2+S3)	=

*Per day means a start time between 12:01 am until midnight. If an event continues past midnight it is considered a two-day event and two days premium will be charged.

A check made payable to M.U.S.I.C. must accompany this form. The envelope must be postmarked at least one day prior to the event for coverage to be considered.

Mail application and all necessary documentation with check or money order to:
M.U.S.I.C. Special Events
% Arthur J. Gallagher Risk Management Services, Inc.
12444 Powerscourt Drive Suite 500
St. Louis, MO 63131

MASTER POLICY COVERAGE OUTLINE

Scottsdale Insurance Company (AM Best Rating A+XV)

Note: Scottsdale is a non-admitted insurance carrier in the State of Missouri and is not subject to the same regulations which apply to an admitted carrier, nor do they participate in any guarantee fund applicable in Missouri.

COVERAGE:

\$2,000,000	Policy General Aggregate
\$2,000,000	Policy Products / Completed Operations Aggregate
\$2,000,000	Bodily Injury / Property Damage Each Occurrence (<i>Spectator Liability</i>)
\$2,000,000	Personal and Advertising Injury
\$ 50,000	Damage to Rented Premises
EXCLUDED	Medical Payments

OPTIONAL:

Sports Participant Liability Coverage

\$ 15,000	Annual Policy Aggregate
\$ 5,000	Each Occurrence

DEDUCTIBLES, per Claimant, including Loss Adjustment Expense and Defense:

\$ 250	Bodily Injury Deductible
\$ 250	Property Damage Deductible

Key Exclusions: (See policy for a complete list):

Aircraft & Watercraft, Asbestos, Assault/Battery, Automobiles, Employment-Related Practices, Fungi/Bacteria, Lead Contamination, Liquor Liability, Medical Payments, Nuclear Energy Liability, Pollution, Punitive & Exemplary Damages, Recording/Distribution of Material/Information in Violation of Law, Subsidence, and Terrorism. Also, all of the following are excluded: Air Shows, Ballooning Events, Bungee Jumping, Fraternity Parties, Ice Hockey, Inflatable Amusement Devices, Pro Choice Rallies, Right to Life Rallies, Sky Diving Events, Snow Mobile Racing and War Games. **All Special Event Participants are excluded. A Special Event Participant is defined as: Any person including performers, stagehands, volunteers, drivers, setup crew, pit-crew and other persons located in the pit area, security personnel, mechanics, stewards, officials or attendants, or any other person taking part in 1. or 2.: 1. The practicing for or participation in any athletic event, contents, game, demonstration, exhibition, theatrical or musical performance, race or show covered by this policy; or 2. The use of any amusement device operated by you or on your behalf. Liability for Sports Participants can be added if the optional coverage is purchased and additional premium is submitted with the application.**

SECTION A. APPLICANT INFORMATION

A1. Name of Organization or Group holding the event:		A2. Name of Event (i.e. Senior After Prom Party):	
A3. Name of Contact (Applicant):		A4. Contact Phone Number:	A5. Contact Email Address:
A6. Mailing Address of Above (including City, State & Zip):			
A7. Type of Event:		A8. Location of Event (i.e. cafeteria, gym, etc.):	
A9. Will there be inflatable amusement devices at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No If <u>yes</u> , you must obtain a Certificate of Liability Insurance from the inflatable device's vendor showing your Organization or Group as an Additional Insured and <u>remit a copy of it with this application.</u>			
A10a. Will there be fireworks at the event? <input type="checkbox"/> Yes <input type="checkbox"/> No. If <u>yes</u> , please answer the questions (A10b-d) below, otherwise skip to A11. : A10b. What is the distance between the location where the fireworks will be set off and the crowd of spectators? _____ A10c. What protection does the crowd of spectators have? _____ A10d. Will fire department staff or a licensed pyrotech be setting off the fireworks? <input type="checkbox"/> Yes <input type="checkbox"/> No			
A11. DATE OF EVENT (1) Start Date: _____ Start Time: _____ End Time: _____ If Day 1 ends after midnight, complete A12. otherwise skip to A13.	A12. DATE OF EVENT (2) (complete if event extends past midnight of Day One) Start Date: _____ Start Time: _____ End Time: _____ Day 2 ends at Midnight	A13. Estimated Number of Attendees: Day 1: _____ Day 2: _____	A14. Include Optional Sports Participant Liability? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION B. EVENT LOCATION INFORMATION(only complete this section if your event is not being held on school premises)

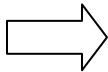
B1. Facility Name and Address	
B2. Is a Certificate of Liability Insurance required by the facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	B3. Does the facility require you to name them as an Additional Insured? <input type="checkbox"/> Yes <input type="checkbox"/> No

SECTION C. SCHOOL CONTACT INFORMATION

M.U.S.I.C. Members (school/college) are AUTOMATICALLY included as an Additional Insured.

C1. School's Name & Address:	C2. Contact's Name, Phone Number & Email Address:
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This is not a binder of coverage. **The above summary of coverage and exclusions is no substitute for reading the entire policy. A copy of the master policy is available from the program administrator.** The applicant must sign this application. The applicant represents that all statements made in this application are complete and true and coverage is not applicable until accepted by MUSIC. Once accepted and approved you will receive a Certificate of Participation.



SIGNATURE OF CONTACT PERSON / APPLICANT

DATE SIGNED

IMPORTANT: COVERAGE TERMS AND CONDITIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE THEREFORE PLEASE DO NOT USE OUTDATED SPECIAL EVENT APPLICATIONS.

FOR AJG OFFICE USE ONLY

Application Postmark Date: ____/____/____ Amount of Payment: \$ _____ Payment method: <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Cashiers' Check Payment number: _____ Assigned Event ID: _____	Fireworks: Carrier approval of fireworks documented? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Inflatables: Received Cert showing A1 as Additional Insured? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
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If you have any questions regarding this coverage, please feel free to contact the MUSIC Staff at 1+ (800) 877-8218.