

Insurance Made Simple: 3rd Party User Group Liability

WHY IS IT IMPORTANT FOR RENTERS/TENANTS TO OBTAIN THEIR OWN LIABILITY INSURANCE?

Good risk management practices is what it is all about... the rental of your parish facilities requires that users have insurance liability coverage to protect them and the Diocese against any financial impact of claims associated with the use of the rental.

It is mandatory for rental users (groups and individuals) to carry liability insurance when renting a parish facility, therefore, the Anglican Church of Canada (through our insurance broker, AON Reed Stenhouse) has implemented a Facility Rental User Liability Insurance Program. This affordable liability protection program will be offered to those renting parish/Diocesan facilities (i.e. churches, halls, rooms, fields).

WHEN IS AN INDIVIDUAL OR USER GROUP LIABILITY CERTIFICATE REQUIRED?

Our primary question would be:

#1: Is it a Church Sponsored/Sanctioned Event? Yes or No?

Church sponsored/sanctioned events include (but not limited to): church garage sales, fairs, church fund raisers, pub nights (liquor licensing laws apply), funerals, events benefiting the Diocese or parish, Outreach programs.

YES - If it falls in this category, NO liability certificate is required!

If NO - Go on to Question #2.

#2: Is the parish renting a portion of the church premises to a third party user?

If the answer is YES, then the renters need to prove that they have liability coverage.

HOW DO USERS "PROVE" LIABILITY COVERAGE?

If the group already has a commercial general liability policy (CGL) in place, they can request from their current insurance broker a "Certificate of Insurance" and ask that "The Anglican Synod of the Diocese of British Columbia" be added as a Named Insured for the date insurance is required. The certificate confirms that the renter has a current liability policy in place and shows a minimum of \$2,000,000 liability limit. Usually, there is no cost to the renter to request the certificate, however, some associations may charge their members \$25-\$50 for a liability certificate.

Examples of User Groups*

Guides/Scouts
Therapy Group (ie. AA, Al-Anon)
Dance/Drama/Choir/Chess/Bridge Clubs

Youth Study Groups
Yoga/Cooking /Craft Classes
Generally all regular meetings

Examples of Individual Users

Wedding Receptions (regardless whether they are a parishioner or not)
Dances
Local Fund Raising Events
One-time only meetings

**TIP: If the renter will be operating from the premises more than once during the year, complete Section #2 of the application; whether it is for a single or recurring event, it is still only \$50.*

IF THE USERS DO NOT HAVE OWN LIABILITY COVERAGE?

As previously mentioned, it is mandatory for rental users (groups and individuals) to carry liability insurance when renting a parish facility. Please provide the user/tenant/renter with the Anglican Church of Canada Liability Insurance Program for Individual and Group Users brochure so they may apply for the \$2,000,000 liability coverage under the program.

If alcohol is being served at a 3rd party event, a Special Occasion License must be purchased by the renter for the insurance to be valid. Visit <http://www.pssg.gov.bc.ca/lclb/apply/> for further information.

TIP: advise renter to allow 10 business days prior to the event for processing. Cheque is the only method of payment accepted (no credit cards). If the user lives in Victoria, they may physically drop both the cheque and completed application at Aon Reed Stenhouse's office on Douglas Street for quicker turnaround.

**The Parish cannot accept the application nor payment as the parish is not a licensed insurance broker. The rental user is responsible to arrange their own insurance and provide a copy of the certificate to the parish.*

Please refer to the attached "easy to use" reference sheet, "How Tenants Prove or Apply for Liability Coverage".

The application brochure may be found online <http://bc.anglican.ca/> under Resources, and scroll down to Forms. The brochure also includes more information regarding the insurance and limits, along with instructions on the application process.

If you have questions (or in doubt of a situation), contact Zena at the Diocesan office at 250.386.7781, ext. 257 or email insurance@bc.anglican.ca