



Presents the

Tenant User Liability Insurance Program

How To Guide

Your local government, the Town of Osborn, has enrolled in a program that allows you, the “user” of a municipal facility, school, or other local government property, to secure cost-effective liability insurance, which provides protection for you as well as the governmental entity. The Tenant User Liability Insurance Program (TULIP) is a General Liability Policy written in the name of the tenants and/or users of the local government facility or venue. Third-Party Property Damage Coverage is also provided.

Town of Osborn is a registered user of the TULIP program through the Maine Municipal Association (MMA) and HUB International New England via Intact Insurance. Its assigned unique Venue ID-Code is: 0419-CHS.

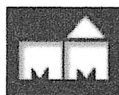
How it works:

1. Log onto www.intactspecialty.com/entertainment ... then scroll down and click on **“Planning an Event?” - Get a Free Quote**
2. Enter the Venue ID-Code listed above or use the venue drop down menu.
3. Select the Event Details or “eligible activity” from the drop-down window, e.g. wedding, festival, etc.
4. Answer the 4 questions.
5. Select the date range for the event on the calendar by clicking on the day of event (if multiple dates, select all of these).
6. Name Event...then click on yes/no for Liquor Liability...then add Average Daily Attendance...then answer the next 4 questions (if applicable).
7. At this point you are able to “GET QUOTE”.

If you would now like to proceed and purchase the coverage, please complete the requested *Contact & Credit Card Information*, and coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization’s Name, with a Certificate automatically sent via email to your local government.

If you have questions about the eligibility or classification of your event, please contact Susan Kludjian or Christine Mitchell at HUB International N.E. (800) 370-2106.



POLICIES GOVERNING THE USE OF COMMUNITY CENTERS
Town of Osborn

USE OF BUILDING

The Town of Osborn will have the highest priority of buildings' use, due to its need to provide essential town services. All other organizations are subject to the following priority schedule:

1. Non-profit organizations
2. Youth Groups
3. Personal Gatherings (baby, wedding showers, family reunions, wedding receptions, etc)
4. Profit making organizations

RULES AND REGULATIONS

1. All reservations and arrangements must be made along with proof of insurance through the town office (207-584-3424).
2. The organization will be held responsible for seeing that the building rules and regulations are adhered to by their group.
3. A group leader must be present when his/her group, or any part of his/her group, is holding a session in the building for any purpose, and must stay until all members of that group have left the building.
4. Each organization, under the supervision of its leader, is responsible for each of the following items:
 - (a) Making sure all windows and doors, including exit doors, are closed and locked before leaving the building.
 - (b) Turning off all lights before leaving the building.
 - (c) Turning heat back to 60-65 degrees (no less than 60)
 - (d) Making sure trash is picked-up, kitchen is clean, and dishes are done
 - (e) Abiding by the policies governing use of the building, including payment of property damages caused by their organization, including payment of fees.
5. Alcoholic beverages are not permitted in any part of the building or grounds, and group leaders are expected to see that this rule is observed.
6. Smoking is not permitted in the building, or on the grounds.
7. Each organization is responsible for immediately reporting ALL DAMAGES, RULE VIOLATION, & DISCREPANCIES in operating procedures of the building to the Town Clerk or other town official.
8. Failure of an organization to abide by these rules and regulations may result in that organization losing its building privileges.
9. The responsibility of enforcing rules and regulations rests with the Board of Selectman.
10. The Town of Osborn shall indemnify and hold harmless the USER from claims, suits or liabilities resulting from the negligence of the town, its officers, agents and employees. The USER shall indemnify and hold harmless the town, its officers, agents and employees from claims, suits or liabilities resulting from the negligence of the USER.

11. The USER shall hold harmless, indemnify and defend the town against liabilities, expenses and losses imposed upon them as a result of the negligent actions or inaction of the USER related to its use or operation of the premises. The town shall hold harmless, indemnify and defend the USER against liabilities, expenses and losses imposed upon them as a result of the actions or inaction of the town's employees, officers or agents related to its ownership of the Premises. This obligation to indemnify shall not waive any defense immunity or limitation of liability, which may be available to the USER, under the Maine Tort Claims Act pursuant to the provisions of 14 MRSA Section 8101 et seq. or any other privileges or immunities as may be provided by law.
12. The USER shall provide the town with a Certificate of Insurance naming the town as an Additional Insured.

Signature of Person in charge of activity

Approved: _____ Denied: _____ Date: _____

Reason(s): _____

Fee: _____ Date paid: _____ Receipt #: _____

Approved by:

Selectboard Chair
