

**RESPONSIBILITIES REGARDING INSURANCE
FOR THIRD PARTY USAGE OF
COMMUNITY CENTRE FACILITIES**

COMMUNITY CENTRE	CITY OF WINNIPEG	THIRD PARTY USER
Advise Community Services Department of all third party rentals of community centre facilities.	Execute all Facility Use Agreements regarding third party use of community centre facilities.	Obtain liability insurance in compliance with the conditions stated on the Facility Use Agreement.
Provide all third party users with a copy of the memorandum from the City of Winnipeg regarding insurance requirements	Determine, based on the perceived degree of risk of the activity, whether proof of insurance must be on file with the City.	Obtain property insurance (where applicable) for any equipment and supplies stored at the community centre.
Direct all third party users to the Community Services Department to complete a Facility Use Agreement prior to use of the centre's facilities.	Monitor third party usage at community centres and ensure compliance with insurance requirements. Take appropriate action with the user and centre regarding non-compliance.	Provide proof of liability insurance to the City if so requested (minimum 48 hours prior to program or event).

Third Party Rentals include any activities conducted from community centre facilities that are not registered through and financed by the community centre.

One-time only social events such as weddings, socials, showers, etc. are permitted through a Hall Rental Agreement and the requirements listed in this correspondence are not applicable to these users. Functions covered under this Agreement often involve alcohol, and this aspect of usage is specifically addressed in the Agreement. Copies of the Hall Rental Agreement are available from the Community Services Department or the General Council of Winnipeg Community Centres.