

# BOARD OF ALDERMEN

ITEM NO. D(1)

## AGENDA ITEM ABSTRACT

MEETING DATE: June 19, 2007

**TITLE: Confirmation of Insurance Guidelines for Facility Reservations**

<b>DEPARTMENT:</b> Recreation and Parks	<b>PUBLIC HEARING:</b> YES/NO <input checked="" type="checkbox"/>
<b>ATTACHMENTS:</b> A. Resolution	<b>FOR INFORMATION CONTACT:</b> Anita Jones-McNair 918-7381

### PURPOSE

The purpose of this agenda item is to request the Board of Aldermen to confirm the insurance guidelines for Town facility reservations.

### INFORMATION

The insurance requirement for The Really Really Free Market (RRFM) was waived by the Board on October 13, 2006. On June 5, 2007, during the budget agenda item, the Board did not approve waiving the current reservation fee for community events. Also during this meeting, several Board members expressed the need to review and decide whether the insurance component should remain a consideration in facility reservations which was approved on June 13, 2006.

Since October 13, 2006, staff has required all individuals and groups to adhere to the insurance requirements with the exception of the RRFM. Because of the recent decision, staff would like confirmation of the insurance guidelines which is a component of the reservation process. The RRFM reserved the Town Commons for July, August and September of 2007. The reservations were made on May 4, 2007. We will notify the event sponsor that the fee is necessary in order to implement the upcoming reservations.

The question is if the RRFM keeps its future reservations, does the Board want to uphold the current insurance requirement, change the requirement or continue to waive the insurance requirement? The temporary solution that was used to address the food situation involved staff posting disclaimer flyers in the commons area. We don't feel this should be a permanent solution, particularly if only applied to the RRFM. If the RRFM stopped having food at its events, under the current guidelines, insurance would not be required.

The current guidelines require insurance for high risk reservations only. Low risk reservations do not require insurance. This includes town events, some town sponsored events and reservations with little to no physical activity by participants or no severe exposure to spectators and events with expected attendance of less than 500. Reservations that fall in the high risk category include major physical activity and moderate/severe exposure to participants; expected attendance of over 500; large amounts of cash (\$1000+) or quantities of merchandise will be brought onto Town Property; and food will be served, sold and/or given to the general public. If the reservation requires insurance, the event sponsor must sign the reservation contract to hold harmless, defend and indemnify the Town of Carrboro, provide general

liability insurance with a minimum limit of \$1 million general liability coverage endorsed to name the Town as an additional insured and provide a certificate for documentation.

Please keep in mind, the purpose for requiring insurance is to protect the Town from additional liability and protect the group or individual reserving the facility.

### **FISCAL IMPACT**

None at this time.

### **STAFF RECOMMENDATION**

Staff recommends that the Board of Alderman adopt the resolution maintaining the current policy that requires insurance for certain types of reservations at Town facilities as noted above.