

## Guidelines for Signing Short-Term Contracts for the Use of Third Party Facilities

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### Why we have these Guidelines

As an organization, we deal with many short-term contracts. These contracts are generally for things like:

- The use of meeting space
- Cookie selling at malls
- Third party activities such as horseback riding
- Contracts for the rental of GGC property to a third party.

To manage these contracts, the Provincial Commissioners have been designated as Contract Signers. They can sign on behalf of GGC. The PC can also delegate the signing of short-term contracts to a small number of others. To manage the potential liability for these contracts if they are not properly reviewed and understood before being signed, Girl Guides of Canada requires Contract Signers to be:

- Trained to look for specific types of clauses that can potentially cause issues.
- Listed in iMIS under 'Positions' as a Contract Signer, so that they are aware of whose signature may appear on a contract.

The Provincial Commissioner is responsible for ensuring the Contract Signers are trained. She must review her roster of Contract Signers and update it annually.

- Training of new Contract Signers is held each fall via teleconference (or as needed).

By following these Guidelines, the Contract Signer is assisting GGC in managing its risk.

As a contract signer, you must ensure:

- You have read and understand any and all contracts that you are signing.
- Follow the steps outlined below. By doing so you are protecting yourself by demonstrating 'due diligence'.
- Follow-up with the Responsible Guider whose activity you are signing the contract for regarding her responsibilities in regard to the contract.

## Provincial process for designating Contract Signers

The process for designating Contract Signers may vary by province. The following is an example of how it could work:

- Area Commissioners are designated as Contract Signers. This is documented in the provincial council minutes.
  - Sample wording of the motion is:  
*The \_\_\_\_\_ provincial council will designate \_\_\_\_\_ # of Contract Signers. The designated Contract Signers are the \_\_\_\_\_ [[e.g. office manager, Area Commissioners]].*
  - If the province permits councils to delegate contract signing further, the motion must also say how it is delegated.
- The Area Commissioners may delegate to another person, however, the name of this person must be identified in the council minutes and submitted to the provincial office.
- These names are sent to the Finance department at the national office and entered in the members' iMIS profile as follows:

The screenshot shows the 'Activity Detail' window in the iMIS system. The form contains the following fields and values:

- Type:** POSITIONS
- Date:** 2012/10/30
- Start y/m/d:** 2012/10/30
- End y/m/d:** 2015/10/30
- Title:** Contract Signer
- Notes:** AREA
- Dept:** (empty field)
- Voting:** (empty field)
- Council Id:** 090

At the bottom of the form, there are buttons for 'Print', 'Attachment', 'Save', and 'Cancel'. The status bar at the very bottom shows '13/11/2011', 'TRN RECOG', 'OAL • Residential', and 'Start : OAL • Reside'.



- Annually, the roster of Contract Signers is circulated to the Contract Signers (usually in July before the start of the new Girl Guide year) and they are asked to confirm they are going to continue in this role.

## What you can and cannot sign

Within GGC, the term 'short-term' refers to contracts of less than one year. Contract Signers can sign these types of contracts.

You will be primarily dealing with:

- Short-term rental agreements for the use of premises such schools, malls, churches etc. for unit meetings and cookie selling etc.
- Contracts for the use of third party services, for example for horse-back riding or an adventurous activity.
- Third party contracts for the rental of GGC property. GGC provides a standard contract for the rental of its camps or other properties to non-Guiding groups. There will be more about these contracts later in the training.

Only those with the authority to sign on behalf of Girl Guides of Canada can sign these agreements.

You *cannot* sign:

- Any contract longer than one-year, for instance a lease agreement for a building or campsite.
- Any contract for renovations of GGC property. This is the responsibility of the council. See Governance Policies – 01-32-01 Owned Real Property Improvement And Maintenance and 01-33-01 Leased Property Improvement And Maintenance for more information regarding the signing of contracts.

You do not have signing authority for any other type of contract.

## When to use these Guidelines

Use these Guidelines for both *renewing* a short-term agreement and entering into a *new* agreement.

Examples of facilities that use short-term contracts are:

- schools
- malls
- camps
- churches
- community centres
- third party service providers for activities

Examples of the types of these contracts are:

- temporary occupancy agreement (i.e. rental agreement) for the use of a facility for less than one year
- any other agreement (hold-harmless, indemnity, waiver) regarding the use of a facility for less than one year

## Useful definitions

### **Contract:**

A written or spoken agreement between two or more parties, intended to be enforceable by law. (Oxford Canadian Dictionary 2001)

### **Certificate of Insurance:**

A Certificate of Insurance summarizes information about an insurance policy by outlining the name of the insurance company, effective and expiry dates, policy number, and amounts of general liability insurance. If the Certificate of Insurance is being issued for a particular event, it will provide details outlining the date, time, location and description of the event.

Note:

- When we use another organization's facilities, GGC is sometimes asked by the owner/operator to provide a certificate of insurance. The Responsible Guider must obtain the certificate by completing the INS.02 and email, fax or mail the form to our insurance agent (BFL) following the instructions on the form.
  - Allow seven working days for processing.
- For some activities GGC requires a third party service provider (TPSP) to provide GGC with a certificate of insurance. See appendix B of Safe Guide for details. The Responsible Guider must obtain this certificate before the activity takes place.

### **Negligence:**

Some of the contracts you will be reviewing address negligence. The following definitions of negligence will help you understand them:

- Failure to exercise the degree of care that a reasonable person would exercise under the same circumstances.
- The failure to do something which a reasonable person, guided by ordinary considerations would do; or the doing of something which a reasonable and prudent person would not do.

### **Waivers:**

A waiver is a document or a clause in a contract that shows an individual has voluntarily surrendered a right or the ability to claim damages or that one party will not be held responsible for damage or injury sustained during an activity.



Waivers notify a participant of the risk in an activity. Participant includes everyone doing the activity; this includes adult members, adult non-member volunteers as well as girls. Only the participant can sign these notices or if they are under provincial age of majority, their parent/guardian signs on their behalf.

## **Clauses to watch for when reviewing contracts**

Generally, common sense can guide you when you review contracts. However, some clauses in contracts may:

- limit the ability of GGC to sue a negligent owner or operator
- enable an owner or operator to use GGC's insurance policy instead of their own
- require GGC to waive the rights of our own insurance company
- contravene GGC's inclusivity statement

These Guidelines will explain:

- The implications of each of these clauses and how they could impact GGC
- What steps the Contract Signer should take

Steps vary depend on the clause and include:

- Crossing out and initialing the change
- If change is rejected, what to do next
- Whether a copy of the contract needs to be sent to the Finance department at the national office:
  - Email: [Insurance@GirlGuides.ca](mailto:Insurance@GirlGuides.ca)
  - Fax: (416) 487-5570

By following these Guidelines the Contract Signer is assisting GGC in managing its risk. As a Contract Signer, by following these steps you are protecting yourself as you are demonstrating 'due diligence'. You must ensure you have read and understand contracts that you are signing.

### **Clauses to watch for:**

1. Additional Named Insured or Additional Co-insured
2. Joint Names
3. Negligence
4. Occupiers' Liability
5. Subrogation
6. Indemnity Clause

### **Other clauses explained:**

These Guidelines also assist in explaining the following:

7. Cross Liability Clause
8. Clauses that Contravene GGC's Inclusivity Statement



## **1. Additional Named Insured or Additional Co-insured**

Follow the same instructions for clauses using the following terms as they have the same implications:

- “named insured”
- “additional named insured”
- “co-insured”

### Examples:

*The Lessor is to be added to the insurance policy of the Lessee as an **Additional Named Insured** and evidence is to be provided with the issuance of an endorsement.*

Or

*The Lessor is to be added to the insurance policy of the Lessee as a **Co-insured**.*

### Implications:

This clause gives the facility owner or operator the right to make changes to GGC’s insurance policy, if they deem it necessary. GGC would be responsible for any additional premiums as a result of the changes.

Note that the terms “additional insured” and “named as an additional insured” are quite acceptable. It means that the other organization is covered by the insurance policy in addition to the insured. The insured is GGC.

### What to do:

The word “named” in the phrase “named insured” or the word “co-insured” must be crossed out and initialed in the contract. If this is rejected by the facility owner/operator, you may NOT enter into the agreement.

## **2. Joint Names**

### Example:

*To provide satisfactory proof of Comprehensive General **Liability Insurance** with inclusive limits of XXX Million Dollars **in the joint names of the Tenant and the Landlord**.*

### Implications:

If a claim were to occur and GGC and the facility owner or operator were named as “joint” parties to the claim, the owner/operator would be able to use GGC’s insurance policy to protect themselves. They would keep their own insurance company out of the claim and keep a “clean” claim record.



#### What to do:

Ask for a Certificate of Insurance from the facility to ensure they have insurance coverage in place. (A certificate of insurance is a document provided by an insurance company or broker to show proof of insurance and it lists the amount of coverage. It includes type of coverage and the dates the policy is effective.)

You must cross out and initial the words "in the joint names of the Tenant and the Landlord" in the contract. If this is rejected by the facility owner/operator, you must **NOT** enter into the contract.

### **3. Negligence**

#### Example:

*The Lessee shall indemnify the Lessor against any and all claims, actions, suits, proceedings, judgments, loss, costs, damages, and liabilities, including legal fees arising out of, connected with, or resulting from the lease, occupation, or use of the premises **including those claims arising out of negligence, misconduct, or omission or willful act on the part of the Lessor**, its employees, affiliates, agents, officials, contractors, representatives, elected and appointed officials, successors or anyone whom the Lessor may be legally responsible for.*

#### Implications:

The phrase "...including those claims arising out of negligence..." may limit the opportunity for GGC to sue the facility owner or operator for property damage or bodily injury because of negligence on the part of the owner or operator. If the owner or operator was negligent, they should be held accountable.

#### What to do:

Cross out and initial the negligence clause in the contract. Discuss this with the facility owner/operator. If the facility owner/operator agrees, you may proceed with the contract. You do not need to send a copy to National Office.

If the facility owner/operator does not agree to strike out the negligence clause, you:

- a) Sign the contract with the negligence clause intact.
- b) Send a copy of the signed contract, along with a note that you requested the clause be struck but the owner refused, to the national office so that it may be kept on file.

### **4. Occupiers' Liability**

#### Example:

*The Lessee agrees: to accept the above-noted property in the condition in which it may have been left; that there is no warranty or representation expressed or implied on the*

*part of the Lessor as to the suitability or condition of the premises hereby demised; to accept the said premises at his own risk; to **waive any rights** imposed on the Lessor under the Occupiers' Liability Act or any other duty of care.*

Implications:

The Occupiers' Liability Act states that a facility owner or operator has an obligation to ensure that the facility is safe and free from hazards. This clause removes the obligation of the owner or operator to ensure that their property is safe.

What to do:

Cross out and initial the clause referring to the Occupiers' Liability Act in the contract. Discuss this with the facility owner/operator. If the facility owner/operator agrees, you may proceed with the contract. You do not need to send a copy to national office.

If the facility owner/operator does not agree to strike out the clause, you:

- a) Sign the contract with the clause intact.
- b) Send a copy of the signed contract, along with a note that you requested the clause be struck but the owner refused, to the National Office so that it may be kept on file.

## **5. Subrogation (Right to recovery)**

Example:

*The Licensee (for itself **and its insurer**) hereby releases each of the Released Parties and **waives any rights, including rights of subrogation**, it may have against the Licensor for compensation for any loss or damage occasioned by the Licensee or loss of use of property of the Licensee.*

Implications:

Subrogation is the right of our insurance company, after it has paid for a loss, to attempt recovery in the name of GGC from whoever may be legally responsible for the loss.

A contract which waives the right of subrogation means that GGC will prevent our insurance company from attempting to recover money from a negligent party.

What to do:

- a) Sign the contract
- b) You must send a copy of the signed document to National Office. GGC must notify our insurer that we are waiving their rights.



## **6. Indemnity Clause**

### Example:

*The Lessee will indemnify and save harmless the Lessor from and against all claims, losses, damages, judgments, costs, expenses, actions and other proceedings made, sustained, brought, prosecuted or threatened to be brought or prosecuted that are based upon, occasioned by or attributed to any bodily injury to or death of a person or damage to or loss of property caused by a negligent act or omission on the part of the Lessee, its officers, employees, agents or volunteers or others for whom the Lessee is in law responsible.*

### Implications:

This is a provision that one party will provide reimbursement for losses the other party may incur.

### What to do:

This provision is found in most contracts and it is perfectly in order to sign. However, if the indemnification includes:

*Negligence of the Lessor*

this should be crossed out and initialed in the contract.

If the Lessor does not agree to strike out the clause

- a) Sign the contract with the clause intact.
- b) Send a copy of the signed contract, along with a note that you requested the clause be struck but the owner refused, to the National Office so that it may be kept on file.

## **7. Cross Liability Clause**

### Example:

*This policy shall insure each person, firm or corporation insured hereunder in the same manner and to the same extent as if a separate policy had been issued to each.*

### Implications:

This clause obligates an insurer to treat and protect each insured as if separately covered under the policy.

### What to do:

This is a standard clause in all liability policies. It is quite in order to sign the contract if the request for Cross Liability is required.

## 8. Clauses that contravene GGC's Inclusivity Statement,

Example:

- *Our church building and property belong to the Lord, and all activities and deportment within the building and on the property shall be consistent with this belief.*
- *XXXXX's mission statement is "To Know Christ and to Make His Love Known" and it is agreed that renter will respect in act and word our mission statement and XXXXX's statement of faith as outlined in XXXXX's manual.*
- *All community groups who rent space in our building must affirm the sanctity of life and accept our pro-life commitment and acknowledge that homosexuality is a sin before God.*

Implications:

Signing a contract with clauses related to religious practices/beliefs/teachings/values may be contrary to GGC's commitment to providing 'safe' spaces for our members, which include members of the LGBTQ+ community, especially where a clause requires GGC to conduct all its activities consistently with a religious group's practices/beliefs/teachings/values.

What to do:

1. The individual who usually communicates with the facility should emphasize GGC's appreciation of the longstanding relationship between the place of worship and GGC and its hope to continue to work together, inform the facility of GGC's mission and commitment to inclusivity, and seek to strike out the clauses at issue in its entirety.
2. If the facility does not agree to strike out clauses in their entirety, seek to strike out only those words or phrases that may be at issue for GGC. For example:

*XXXXX's mission statement is "To Know Christ and to Make His Love Known" and ~~it is agreed that renter will respect in act and word our mission statement and XXXXX's statement of faith (is) as outlined in XXXXX's manual.~~*

3. If the facility does not agree to strike out those words or phrases that may be at issue for GGC, seek to add a clause that speaks to GGC's commitment to its mission, policies, by-laws and all applicable provincial and federal laws. For example:

*Our church building and property belong to the Lord, and all activities and deportment within the building and on the property shall be consistent with this belief. However, in the case of rental of XXXXX by Girl Guides of Canada (GGC) it is acknowledged that GGC is a charitable organization committed to the mission to be a catalyst for girls empowering girls and that all of GGC's activities must be consistent with this mission, GGC policies and by-laws, as well as be compliant with all applicable provincial and federal laws. It is also acknowledged that GGC is committed to offering a safe and supportive environment where all girls and women can be feel welcomed, accepted, valued and respected.*

4. Provide the facility with a copy of GGC's by-laws and policies and any other relevant document, if it would help give comfort to the facility owner.

If the facility does not agree to any of the above:

- Decide that the contract cannot be signed and look for alternate space; or
- Do you know or believe that any unit(s) attending the facility has a current member(s) who may be adversely impacted or burdened by the clause?
  - If yes, then the contract cannot be signed and look for alternate space;
  - If no, consider negotiating a term that is less than 364 days and/or a flexible termination clause in GGC's favour, and look for alternate space
- If you have already conducted due diligence in looking to find alternate spaces in the vicinity and have not been able to find any, then you:
  - Sign the contract with the clause intact; and
  - Send a copy of the signed contract, along with a note that you requested the clause be struck or revised but the facility refused, to the national office so that it may be kept on file

For more information see the Guidelines for Reviewing Contracts with Places of Worship [\(Link\)](#)

## Electronic Contracts

You may receive an electronic contract that does not require a signature, just a name. These contracts are handled as follows:

1. The contract signer must review the agreement. She can delegate the actual booking of the space to a GGC office. The Contract Signer's name should be used for the main contact for booking of the space along with the GGC office for the province/area she represents.
  - a) Often there is a space for an alternate contact or a place to type in additional information. Use this space to provide the contact information for the Guiders of the unit(s) using the space and the instruction to contact the Guider if there are any changes to the space's availability.
2. When space is booked, receipts for the booking should be filed in the GGC office.
3. Space is often booked on a first come, first served basis. Therefore, GGC Contract Signers and/or offices will need to be aware of the timing or deadlines for re-booking space to ensure that it isn't taken by others. For example some school boards open their bookings in January for the following September. As a best practice, meet with school boards to discuss the following:

- Ask that they consider offering GGC the opportunity to re-book before opening the space to others.
  - Give them the name of the contract signer and ask that if anyone else tries to book space on behalf of GGC that they let them know that the contract needs to be done through the GGC office.
  - If a school is unavailable for an evening, find out if there is a way to provide contact information for Guiders so they can be notified directly instead of going through the GGC contract signer or GGC office.
4. In these electronic agreements there is usually a 'tick box' that must be ticked to agree to comply with the conditions for use of the space. These conditions must be sent to the Guiders of the unit using the space.
- a) If the conditions are provided as a PDF, save the file to forward to unit Guiders. If it is in HTML, copy the information and save as Word document to forward.
  - b) In a cover email explain that Guiders must review and follow the conditions.

As anyone can access these space booking systems, provinces will need to provide on-going messages to Guiders reminding them that their spaces must be booked through a GGC office and that they cannot enter into use of space agreements.

## Waiver or Notification of Risk

Generally speaking you will not be dealing with a notification of risk. These documents are used to address risk in activities and are signed by those who are participating. However, the following information will be helpful in case you are asked by Guiders who are organizing third party activities. Please contact your Provincial Safe Guide Adviser for further information about these types of activities and waivers or email [SafeGuide@GirlGuides.ca](mailto:SafeGuide@GirlGuides.ca).

### Example:

An example would be similar to GGC Form SG.5 where the parents are advised that “the adventurous activities (listed below) may be dangerous and expose our daughter/ward/me to risks and hazards.”

Third party service providers such as horseback stables or whitewater rafting companies will require people to sign waivers.

### Implications:

In signing this form, the person is acknowledging she has read and understood it and the risks it has described.

### What to do:

Copies should be made and given to all who are participating in the activity for them to sign individually. Note that *only* a parent/guardian can sign on behalf of a child.

NOTE:

- If the parent/guardian refuses to sign a third party waiver or the SG.5 then the child cannot take part in the activity.
- The SG.5 is signed based on the custody arrangement for the child. However, it is not up to the Guider to inquire into a family's private legal matters. If only one parent/guardian signs the SG.5, this form states that she/he is doing so in good faith and is presumed to be acting with the consent of the other legal parent/guardian. When an SG.5 is required, it must be signed by ALL participants, both adults and girls. This includes adult-only activities.
- At the present time electronic signatures are NOT acceptable; however facsimile/fax signatures are fine.
- If a third party service provider provides a group waiver, where everyone signs one piece of paper that has the release of liability at the top, the Responsible Guider can photocopy the facilities waiver and give it to each girl's parents for review and signature. There must be separate waiver for each individual participant.

## **Certificates of Insurance and the GGC Insurance Program**

Our insurance company requires that some activities (such as horseback riding) only take place at facilities that provide proof of their own insurance prior to the activity taking place. These requirements are detailed in the Insurance Booklet and in Safe Guide.

Sometimes a contract needs to be signed a long time in advance of the activity, e.g. booking a riding stable. If the facility has not provided their certificate of insurance at the time of signing, the Contract Signer writes on the contract "Subject to receiving, in advance of the activity, the Certificate of Insurance showing liability insurance coverage, extending to participants, in an amount not less than \$2,000,000 ". (Refer to Safe Guide, Appendix B and/or the Insurance Booklet for information about conditional activities and certificates of insurance).

By doing this, if the facility does not provide the certificate in advance of the activity the Responsible Guider for the activity *can* and **MUST** cancel the contract and should expect to receive their deposit back.

The Contract Signer must ensure that the Responsible Guider is aware that she must obtain the certificate before going ahead with the activity. She is responsible for cancelling the contract and obtaining her deposit from the TPSP.

## **GGC Contracts for use of our properties**

Contract Signers may also sign documents used for renting GGC properties to third parties. You can only do this if you are a contract signer for the council that is responsible for the property.



### **The license for the use of GGC premises**

When we rent out our camps/meeting spaces to groups outside of Guiding, we have a [standard agreement](#). It uses a step-by-step form that clearly lays out the responsibilities and agreements of each party. You MUST NOT change the wording of this contract.

Along with this contract the other party must provide a certificate of insurance. Note that if they are planning to have alcohol on the premises this must be specifically mentioned in their certificate of insurance.

These documents are kept by the GGC office (for example, area or province) on whose behalf the contract signer acts.

### **Canoe and Equipment Rental Release & Waiver Agreement**

If the third party would like to use our equipment, [this agreement](#) must also be signed. Again you MUST NOT altered the wording in this contract.

These documents are found In Member Zone under Finance.

### **Memorandum of Understanding (MOU) with Scouts Canada**

GGC and Scouts Canada have signed a Memorandum of Understanding (MOU) for the use of one another's facilities. Certificates of Insurance are not required because each Organization has signed this general agreement waiving the certificate requirements. Note that Scouts Canada must still sign the License for the use of GGC premises as the MOU only deals with the certificate of insurance.

## **Responsibilities**

### **Contract Signers**

Your role is to look for the key phrases or words in any contract you are signing and follow-up according to the instructions in the Guidelines for Signing Short-term Contracts.

You will need to follow-up with the Responsible Guider with regards to her responsibilities. A sample memo for following-up with her is in Appendix A of the Guidelines.

In addition, in Appendix B there are labels to attach to a contract that you have signed. These labels should be customized for the contract signer and the entity (e.g. area) she is signing on behalf of. To protect the contract signer, they clearly state that any action should be any claims brought in connection with that contract must be brought against Girl Guides of Canada and not against the Authorized Contract Signer. These are generic Avery # 5263 labels and are found in most stationery stores.



Once the contract has been signed then the responsibility of the Contract Signer is at an end. If the contract is broken then any penalty will be assessed to the unit/group that made the booking.

### **Responsible Guider**

The Responsible Guider must comply with the contract and comply with Safe Guide. She must:

- Read and understand the contract
- Know her responsibilities in fulfilling the contract

It is the responsibility of the unit/event coordinator to ensure that she knows how far in advance final numbers need to be confirmed, the penalty for not cancelling with enough notice to protect the deposit, etc.

### **Paying the facility**

Generally whoever is organizing the activity ensures the payment is made. For example:

- A unit organizing horseback riding pays the stable
- For an area organized training at a community centre, the committee chair for the area council ensures the facility is paid.
- When a province organizes a large camp, the camp organizing committee ensures the camp suppliers are paid.

## Appendix A - Sample follow-up email/memo

TO:

FROM: Name of Contract Signer and Area

RE: Contract for

EVENT DATE:

DATE:

Here is the signed contract relating to **[[INSERT NAME OF ACTIVITY]]**

The next steps are:

- Read the entire contract carefully and ensure you understand the terms and conditions relating to the use of the facility.
- Ensure that all participants are aware of any rules or restrictions imposed by the venue.
- Obtain the signature of the facility owner/operator on this contract
- Keep the copy with both my signature and facility's signature in your unit records with your SG.3 – Activity Notification or Authorization.
- **[[ADD IF REQUIRED: Obtain from all participants (girls and adults) an SG.5 – Waiver (see below)]]**

If the owner/operator refuses to sign the contract for whatever reason, please inform me right away. In such a case this will mean that you and your unit will NOT be able to take part in the planned event as the contract will not be valid.

If the facility requires a Certificate of Insurance, complete the INS.02 Request for Certificate of Insurance. Follow the instructions on the form on where to send it. This form is available on [girlguides.ca](http://girlguides.ca) or from your local area or provincial office. This request can take up to seven working days to process.

For some Conditional Activities you need to request a Certificate of Insurance from the company you are dealing with. For details see *Safe Guide* Appendix B – Conditional Activities.

**[[IF THE ACTIVITY REQUIRES A CERTIFICATE OF INSURANCE ADD:** *Your contract requires a certificate of insurance from this company/facility. Note that I have added to the contract "Subject to the receipt of the Certificate of Insurance showing evidence of liability coverage for their (the lessor's) commercial operations, including injury to participants, with a minimum limit of \$2,000,000.00. This must be received by Girl Guides of Canada prior to the activity taking place. If you do not receive the certificate of insurance, you must cancel the contract.* **]]**



Please also refer to Safe Guide and follow all the requirements for the activity and the level. **Please pay particular attention to Appendix B - Conditional Activities.** These activities are considered by our insurer to be higher risk and therefore require all participants (adults and girls) to have a signed SG. 5 - Release of Liability, Waiver of Claims, Assumption of Risk and Indemnity Agreement before the activity. This form is available on the national Girl Guide website. As explained on the form, parents/guardian of the minor child sign the form based on their custodial arrangements.

If the form is not signed on behalf of the girl, then she cannot participate in the activity.

If you have any questions with respect to the above or require further assistance please feel free to call me at **[[Insert your name and phone number]]**.

