

## Lyme Center Academy Building

The following is a check list of the necessary documents that must accompany the application when it is submitted:

- A. Application-filled out completely (that means details of what is taking place and who or what groups will be there)
- B. Discuss parking with Lyme Police department (this application will not be approved until a parking plan is in place and approved by the Police department) see section 4 (f) of the Management & Use policy.
- C. Certificate of Liability Insurance
  - 1. Comprehensive General Liability Insurance: the renter shall have comprehensive general liability basis in an amount no less than \$2,000,000, combined single limit personal injury and property damage for each occurrence
  - 2. The Town of Lyme must be named on the certificate of insurance.
  - 3. Under the description of operation, the Certificate must list the date and time of the event and all entities covered under this policy. In that section the Certificate must state the following *“The Town of Lyme, NH and its officials, agents, employees and volunteers are named as an additional insured on the insured’s commercial general liability policy with respect to the insured’s use of and activities in and upon the Town’s premises and structures thereon occurring on the requested date and time”.*
  - 4. For groups that do not have commercial insurance coverage: You should contact a local insurance agency and request coverage for a “one day special event liability policy” insurance coverage to include # 1, # 2, and # 3 requirements.  
**Or**
  - 5. If you would like the Town to assist in finding coverage, Primex (the Town’s insurance company) offers a program called TULIP (Tenant Uses Liability Insurance Program). Contact the Select Board office for more information.
  - 6. Submit the application to the Office of the Select Board at least 15 days prior to the event.