

INSURANCE REQUIREMENT

The Town of Needham requires all groups that use the fields and other facilities owned by the Town to show proof of insurance.

The General Liability Insurance should be in the amount of \$1,000,000 single \$3,000,000 aggregate.

A Certificate of Insurance must be submitted to the Director of Park and Recreation with any written field requests, or may be mailed directly from the insurance company to:

Park and Recreation, 178 Rosemary Street, Needham, MA 02494

**No permit request will be processed without the
Certificate of Insurance.**

**Exceptions: (1) Needham High School Athletics – submitted by NHS
Athletic Director;**

**(2) Needham Public Schools – submitted by Principals for events during
school day, including recess and physical education**

- 1. If your organization uses field space in more than one season, provide the full year range of dates to your insurance company.**
- 2. If your organization uses field space and Town-owned building space, provide all the information to your insurance company. Request that one copy be sent to Park and Recreation at the above address, and a second copy to *Building Maintenance Division, 500 Dedham Avenue, Needham, MA 02492*. As both departments receive many insurance certificates throughout the year, make sure that the certificate clearly indicates the name of your organization and the purpose for providing the certificate.**
- 3. If your organization does not currently hold insurance, you must notify the Director of Park and Recreation *immediately* in writing, with your plan to purchase insurance or to submit a request for further information and clarification.**
- 4. If your organization has hired staff, it must comply with the laws regarding Workers Compensation Insurance and automobile insurance.**