



# **Instructions**

## **Request for Certificate of Liability**

- 1. Each member organization (club) determines if a Certificate of Liability (COL) is needed for their dance location or prospective dance location. Do not assume you need one. Ask the organization if one is required**
- 2. Member organization designates a Point of Contact (POC) for coordinating the COL request.**
- 3. The POC downloads and completes the request form (Word document) with the necessary facility information, including the facility e-mail address and/or FAX number for delivery of COL. Clubs may also request delivery of a copy of the COL by email.**
- 4. The POC sends the completed form to the HSRDC Insurance Director for further processing via email.**
- 5. Make sure all parts of the form is complete.**