

# Intact Entertainment Insurance Program (GatherGuard)

Prince William County Public Schools (PWCS) requires all renters to carry a minimum of \$1,000,000 in liability insurance coverage for community use activities. If you do not have general liability insurance, or are unsure where to purchase it, PWCS has enrolled in a program, which allows you, the “renter” of a school, or other School Board property, to secure cost-effective liability insurance that provides protection for you as well as the governmental entity. The Intact Entertainment Insurance Program (GatherGuard) is a general liability policy written in the name of the tenants and/or users of the local government facility or venue. Damage to Rented Premises Coverage is also provided.

Renters may obtain a quote from Intact Entertainment without an obligation to buy by doing the following:

1. Access the [GatherGuard webpage](#) to begin your quote or purchase insurance.
2. Select type of event by clicking on icon or select from the "Other event types" drop-list.
3. Answer the three questions that follow pertaining to prior losses and claims, security, and promoters. Click continue.
4. On next screen, click "Search for a venue" and type the name of the PWCS facility you are renting for the event(s). Click on the school and **verify the address** matches the scheduled location. Click next.
5. Select the general liability coverage limit. The minimum amount is \$1,000,000 and is selected by default. Renters have the option to increase coverage to \$2,000,000. Click next.
6. Complete the following: event name, how often it occurs (i.e. one time, weekly, monthly, or custom), start and end dates, total attendance, and answer the questions about vendors, performers, and exhibitors. Click next.
7. Select any additional coverage. These items are optional, unless you have otherwise been notified by Risk Management and Security Services additional coverage is required. Click next.
8. A summary of the purchase and total cost to ensure your event(s) will be provided. Click Checkout to enter payment details and continue purchasing coverage if desired.

If you would now like to proceed and purchase the coverage, please complete the requested Insured, Insurance Contact, and Payment Information sections. Once completed, coverage is automatically bound.

When you purchase coverage, a Certificate of Insurance is issued and sent via email, in your Name or Organization's Name, with a Certificate automatically sent via email to Risk Management and Security Services.

**These directions are provided by PWCS; however, the site is not maintained by PWCS. As such, we are unable to aid with claim information or technical difficulties.** If you have questions about the eligibility or classification of your event, or require assistance, please call 1-844-747-6240 (8 a.m. to 8 p.m. ET).