



Wayne Council of PTOs

Process for holding PTO Sponsored Events



During School Hours

After School Hours



The PTO MUST :
Obtain a *Hold Harmless form* completed by all vendors

Obtain a *Certificate of Insurance* FROM all vendors

PTO must clear use of the space with the building principal.

The PTO MUST:
Complete a *BOE Permit form* for approval of building use

Obtain a *Hold Harmless form* completed by all vendors

Obtain a **Certificate of Insurance* FROM all vendors

The PTO MUST:
Provide a ***Certificate of Insurance* to all establishments where we hold an event.

PTO Certificate of Insurance will provide coverage for **any damage caused to an event location by our participants.

* Provides insurance to the BOE in case the vendor damages our property.