Colorado Special Districts
Property and Liability Pool

General Liability Schedule - Library Districts

Name of District: _____

Code	Description	Unit	Amount
26004	Maximum Bond Issued	Dollars	
26005	Number of Bonds Issues	Total	
26097	Number of Additional First Named Members (Subdistricts)	Total	
26098	Number of Additional First Named Members	Total	
26105	Total Operating Expenses - Any Other [1]	Dollars	
26136	Total Operating Expenses – Library [1]	Dollars	
26215	Buildings & Premises Occupied by District – Square Footage	Total	
26270	Number of Storage Tanks (excluding water tanks)	Total	
26341	Time spent by Club/Recreation/Camp Volunteers	Total Hours	
26342	Time spent by Day Care Volunteers	Total Hours	
26344	Time spent by Event Organizer Volunteers	Total Hours	
26345	Time spent by General Volunteers	Total Hours	
26348	Number of Board Members	Total	
26350	Number of Permanent Employees - Full-Time	Total	
26351	Number of Permanent Employees - Part-Time	Total	
26366	Total Payroll	Dollars	
26400	Number of Boats – under 26’	Total	
26405	Number of Boats – 26’ and over	Total	
26410	Number of Unmanned Aircraft/Drones	Total	
26420	Vacant Land – Acres	Total	
26602	Area Served	Square Miles	
26900	Services Contracted Out to Others [2]	Dollars	
26997	Number of District sponsored Events/Fundraisers – No Alcohol Served	Total	
26998	Number of District sponsored Events/Fundraisers – With Alcohol Served	Total	
26999	Cost of Prior Acts coverage under a previous “Claims Made” Policy	Premium	

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[1] ***Total Operating Expenses –*** *calculation of this figure is as follows:*

Total Expenditures or Expenses
minus Capital Expenses
minus Debt Services, bond principal, interest, loan, repay
minus Contingencies (*if unspent*)
minus Transfers
minus Reserves

Total Operating Expenses (**TOE**)

[2] ***Services Contracted Out to Others:***

We consider expenses for services a district contracts out by choice and transferred to another party by contract. Do not include an expense or fee for services contracted out by necessity; for example although districts contract out audit services, legal services, election expenses, insurance and utilities, they do so by necessity because these services cannot be performed by a district, even if it had employees.

If your district has other exposures not common to all similar districts and not listed on the General Liability Schedule, such as: (airplanes, staff security people, bridges, or boats) please list below. Certain activities may require separate coverage under another policy.

Description	Unit	Amount

Supplementary Questions:

1. Any chemical spraying? ☐ Yes ☐ No

   If Yes,

   a. Purpose of spraying: _____

   b. Chemicals used: _____

2. Do you require all sub-contractors to provide a Certificates of Insurance? ☐ Yes ☐ No

   If Yes,

   a. Describe the services contracted: _____

   _____

   b. Limit of Liability required: _____
   A $1,000,0000 each occurrence/$2,000,000 general aggregate limit is recommended.