



**Waynesville R-VI School District**

**200 Fleetwood Drive**

**Waynesville, MO 65583**



## **MUSIC – Special Events Insurance Coverage**

You must have insurance to use the District's facilities. If you do not have insurance coverage that matches or exceeds the District's insurance coverage (call the District representative for information regarding coverage), you may apply for Special Events Insurance Coverage through MUSIC (Missouri United School Insurance Council). Here are instructions on how to apply:

1. In your web browser, go to: <https://www.musicprogram.org/>
2. Click on "Coverage and Services", then click on "Special Events Coverage".
3. Scroll down to the bottom of the page and click on "Apply for Special Events Coverage".
4. You will be prompted for the Waynesville R-VI School District's Venue Code. In the "Venue ID Code" box: enter: **4517-455**
5. Click the Search button. At the bottom of the screen, the Waynesville R-VI School District's information should be displayed.
6. Click the "Next" button.
7. In the "Eligible Activities" drop-down box, select your event type.
8. Answer the remaining questions and click "Get Quote".
9. On the next screen, you will be provided with an Estimated Premium.
10. Enter your individual/organizational information in the appropriate boxes and click next.
11. Review the information, check the "Agree and Accept" boxes, and click "Complete".
12. You will be provided with a summary of the insurance coverage, and given an opportunity to purchase.
13. Once you have purchased, please print the confirmation and attach to your facility request, or fax/email/mail to the District representative.

***NOTE: Your facility request will not be complete until the District representative has proof of coverage***

### **Facility Request District Representative**

**Debbie Stockstill**

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