



TULIP: Tenant Instructions

Tenant User Liability Insurance Program

The Tenant User Liability Insurance Program (TULIP) allows community groups and others to purchase low-cost special event insurance when using special district facilities.

Many of the activities typically allowed at these facilities are covered by the program. Find out if your event is covered by following the instructions listed below.

If your event is not listed in the eligible activity list, it does not qualify for the program.

If there is any doubt about event eligibility, tenant users should call **844-747-6240**.

TENANT INSTRUCTIONS

Step 1: Go To www.GatherGuard.com

- Click “get quote”

Step 2: Event Details

- Choose the event or activity you are planning to hold
- Answer the questions that follow
- Search for a venue
- Type in district name and select the location you will be renting

Step 3: Coverage Options

- Select the limits that you want
- Enter the event information
- Select any additional coverages if you want them

Step 4: Checkout

- Review your event information and check the statements at the bottom

Step 5: Pay & Finalize

- Review the coverage summary and premium charges
- Confirm information is correct
- Enter payment information