INSURANCE REQUIREMENTS

CERTIFICATE OF LIABILITY INSURANCE

CERTIFICATE HOLDER
Los Gatos-Saratoga Department of Community Education and Recreation, Adult Recreation Center, 123 East Main Street, Los Gatos, CA 95030

DESCRIPTION OF OPERATIONS
Los Gatos-Saratoga Department of Community Education and Recreation and its officers, officials, employees and volunteers are named additional insured under this policy as per attached endorsement as respects all operations of the insured.

CANCELLATION CLAUSE
Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named to the left.

ENDORSEMENT

SEPARATE ENDORSEMENT OF ADDITIONAL INSURED (SEE PAGE TWO)
Must include; policy number, date, insured, agency and code.

NAME OF PERSON OR ORGANIZATION
It is hereby agreed that the Los Gatos-Saratoga Department of Community Education and Recreation and its officers, employees and volunteers are named additional insured under this policy

ALL OTHER TERMS AND CONDITIONS OF THIS POLICY REMAIN UNCHANGED
The insurance coverage extended under this endorsement is PRIMARY and will not seek contribution from any other insurance available to the organization or persons shown in the schedule. Los Gatos-Saratoga Department of Community Education and Recreation will not be responsible for providing insurance for indemnification or defense of the contractor / developer as part of this project / contract.

Any variation or exclusion will not conform to Los Gatos-Saratoga Department of Community Education and Recreation requirements and will be rejected.

For renters that do not have their own insurance policies, insurance is available for purchase through the TULIP program of Poms & Associates. (TULIP = Tenant User Liability Insurance Program)
Poms & Associates offers this insurance to ASCIP members, and LGS Recreation is a member of ASCIP.

Instructions and contact information for purchasing liability insurance to rent space at the Adult Recreation Center:

Online ASCIP TULIP Program Instructions
Alliance of Schools for Cooperative Insurance Program

2. Select “Alliance of Schools for Cooperative Insurance Program”
3. Select the district where you are holding the event - Los Gatos Saratoga Community Ed & Recreation - Facility/Venue/Entity ID: 0360-121.
4. Answer a few basic questions to request an online quote.
5. If you wish to purchase the coverage, provide credit card information and coverage will be bound immediately. A certificate of insurance will be emailed to the email address provided.

If you have any questions, please contact EBI at (800) 507-8414
Attached are samples of acceptable language / forms:

**CERTIFICATE OF INSURANCE**

**PRODUCER**

**INSURED**

**COMPANIES AFFORDING COVERAGE**

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

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<tr>
<th>INS LTR</th>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>POLICY EFFECTIVE DATE MM/DD/YY</th>
<th>POLICY EXPIRATION MM/DD/YY DATE</th>
<th>LIMITS (LIMITS ARE MINIMAL AND MAY VARY WITH CONDITIONS OF AGREEMENT)</th>
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<tbody>
<tr>
<td>GENERAL LIABILITY</td>
<td>COMMERCIAL GENERAL LIABILITY</td>
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<td></td>
<td></td>
<td>GENERAL AGGREGATE $1,000,000</td>
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<td>CLAIMS MADE OCCUR</td>
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<td>PRODUCTS-COMP/OP AGG $1,000,000</td>
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<td>OWNER’S &amp; CONTRACTOR’S PROT</td>
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<td>PERSONAL &amp; ADV. INJURY $1,000,000</td>
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<td>EACH OCCURRENCE $1,000,000</td>
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<td>FIRE DAMAGE (ANY ONE FIRE) $50,000</td>
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<td>MED. EXPENSE (ANY ONE PERSON) $5,000</td>
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| AUTOMOBILE LIABILITY | ANY AUTO | | | | COMBINED SINGLE LIMIT 
| | ALL OWNED AUTOS | | | | BODILY INJURY (PER PERSON) $ |
| | SCHEDULED AUTOS | | | | BODILY INJURY (PER ACCIDENT) $ |
| | HIRED AUTOS | | | | PROPERTY DAMAGE $ |
| | NON-OWNED AUTOS | | | | |
| | GARAGE LIABILITY | | | | |
| EXCESS LIABILITY | UMBRELLA FORM | | | | EACH OCCURRENCE |
| | OTHER THAN UMBRELLA FORM | | | | AGGREGATE |
| WORKER’S COMPENSATION AND EMPLOYER’S LIABILITY | STATUTORY LIMITS | | | | |
| | EACH ACCIDENT | | | | |
| | DISEASE-POLICY LIMIT | | | | |
| | DISEASE-EACH EMPLOYEE | | | | |
| OTHER | | | | | |

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS (LIMITS MAY HAVE BEEN REDUCED BY PAID CLAIMS AND MAY HAVE DEDUCTIBLES OR RETENTIONS)**

Los Gatos-Saratoga Department of Community Education and Recreation and its officers, officials, employees and volunteers are named additional insured under this policy as per attached endorsement as respects all operations of the insured.

**CERTIFICATE HOLDER**

Los Gatos-Saratoga Department of Community Education and Recreation  
Attention: Adult Recreation Center  
123 E. Main Street  
Los Gatos CA 95030  

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

**AUTHORIZED REPRESENTATIVE**

THIS FORM MUST BE ACCOMPANIED BY THE ENDORSEMENT ON PAGE 2
ADDITIONAL INSURED — DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Policy Number:
Date:
Insured:
Agency:
Code:

SCHEDULE

Name of Person or Organization:

It is hereby agreed that the Los Gatos-Saratoga Department of Community Education and Recreation and its officers, officials, employees and volunteers are named additional insured under this policy.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

The insurance coverage extended under this endorsement is PRIMARY and will not seek contribution from any other insurance available to the organization or persons shown in the schedule. The Los Gatos-Saratoga Department of Community Education and Recreation will not be responsible for providing insurance for indemnification or defense of the contractor / developer as part of this project / contract.