



## ***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, officials, 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.

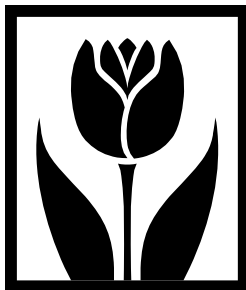
**Any variation or exclusion will not conform to Los Gatos-Saratoga Department of Community Education and Recreation requirements and will be rejected.**

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**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**

1. Go to [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip).
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:**

<b>CERTIFICATE OF INSURANCE</b>					Issue Date:    /    /
<b>PRODUCER</b>		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW			
		<b>COMPANIES AFFORDING COVERAGE</b>			
<b>INSURED</b>		INSURER A			
		INSURER B			
		INSURER C			
		INSURER D			
		INSURER E			
<b>COVERAGES</b>					
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.					
INS LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE MM/DD/YY	POLICY EXPIRATION MM/DD/YY DATE	LIMITS (LIMITS ARE MINIMAL AND MAY VARY WITH CONDITIONS OF AGREEMENT)
	<b>GENERAL LIABILITY</b>				GENERAL AGGREGATE \$1,000,000
	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG \$1,000,000
	CLAIMS MADE    OCCUR				PERSONAL & ADV. INJURY \$1,000,000
	OWNER'S & CONTRACTOR'S PROT.				EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (ANY ONE FIRE) \$50,000
					MED. EXPENSE (ANY ONE PERSON) \$5,000
	<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT \$
	ANY AUTO				
	ALL OWNED AUTOS				BODILY INJURY (PER PERSON) \$
	SCHEDULED AUTOS				
	HIRED AUTOS				BODILY INJURY (PER ACCIDENT) \$
	NON-OWNED AUTOS				
	GARAGE LIABILITY				PROPERTY DAMAGE \$
	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE
	UMBRELLA FORM				AGGREGATE
	OTHER THAN UMBRELLA FORM				
	<b>WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY</b>				STATUTORY LIMITS
					EACH ACCIDENT
					DISEASE-POLICY LIMIT
					DISEASE-EACH EMPLOYEE
	<b>OTHER</b>				
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.					
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>		
Los Gatos-Saratoga Department of Community Education and Recreation Attention: Adult Recreation Center 123 E. Main Street Los Gatos CA 95030  <b>THIS FORM MUST BE ACCOMPANIED BY THE ENDORSEMENT ON PAGE 2</b>			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.		
			<b>AUTHORIZED REPRESENTATIVE</b>		

**THIS ENDORSEMENT CHANGES THE POLICY,  
PLEASE READ IT CAREFULLY.**

**(CG 20 26 11 85)**

**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:

**SAMPLE**

**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.