

## MEMORANDUM

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**TO:** Whom It May Concern

**FROM:** Valley-Wide Recreation and Park District

**SUBJECT:** Insurance Requirements -

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**General Liability (GL) Insurance:** The applicant shall procure and maintain, for the duration of the use period contemplated herein, commercial general liability insurance with coverage at least as broad as Insurance Services Office **Form CG 00 01**, in an amount not less than **\$2,000,000 per occurrence, \$4,000,000 general aggregate**, for bodily injury, personal injury, and property damage. The policy must include **contractual liability** that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted. Must also include **Form Number CG2010, Additional Endorsement** with Valley-Wide Recreation and Park District listed as Additional Insured. Certificates of Liability Insurance must be for an Occurrence Policy (not Claims-Made). Umbrella or Excess Liability Insurance is acceptable to fulfill the required liability limits. *If alcohol is sold during the permitted activity (District approval required), coverage must include full liquor liability.*

The policy shall be endorsed to provide **thirty (30) days' notice** to Valley-Wide Recreation and Park District of cancellation or any change of coverage or limits. **Cancellation Clause** must read as follows: "Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail a 30 days written notice to the certificate holder named".

The insurance provided must be **Primary and Noncontributory** and include endorsement. **General Liability and Workers Compensation** policies are to be endorsed to **Waive all Rights of Subrogation** against Valley-Wide Recreation and Park District.

**No Blanket Endorsements will be accepted.**

Applicants with employees are required to carry **Workers' Compensation** and have an agreement/endorsement providing a **Waiver of Subrogation** for workers' compensation for employee injury/illness.

When applicable, applicants will be required to provide **Automobile Liability:** ISO Form Number CA 00 01 covering any auto, or if applicant has no owned autos, hired, and non-owned autos, with limit no less than **\$1,000,000** per accident for bodily injury and property damage.

**Sports Organizations** – If the use includes athletic activities, the Organization shall provide evidence that the CGL includes coverage for injuries to athletic participants and should also provide evidence of **Participant Accident Insurance**. Minimum coverage is **\$2M per Occurrence and \$4M in General Aggregate**.

**Sexual Abuse or Molestation (SAM) Liability** - If the work includes contact with minors, and the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, applicants shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit **no less than \$1M per Occurrence or Claim**.

The statement: **“Throughout Various Valley-Wide Recreation and Park District Facilities”** will need to be added to the Description of Operations Box on the certificate of Insurance. (This will cover the use of all facility sites within our District that may be requested)

**Certificate Holder, Named Additional Insured Endorsement, Waiver of Subrogation Endorsement and Primary and Noncontributory Endorsement should read as follows:**

Valley-Wide Recreation and Park District,  
its Directors, Officers, Agents, Employees, and Volunteers  
901 W. Esplanade Ave.  
San Jacinto, CA 92582

**Please Note:** When submitting the Certificate of Insurance and Endorsement forms to Valley-Wide Recreation, please include the following information on a front cover page or envelope. This will ensure that the forms will be directed to the correct Valley-Wide Recreation and Park District Supervisor and location.

**Facility: Rancho Bella Vista Community Center (FV) ATTN: Front Desk**

**Phone Number: (951) 894 1468      Email: Rancho@GoRecreation.org**