



City of Artesia Parks & Recreation  
18750 Clarkdale Ave., Artesia, CA 90701  
562-860-3361

## Facility Use Insurance Requirements

The City of Artesia requires all persons renting City facilities to provide a Certificate of Insurance and Endorsement. You may provide your own certificate along with an additional insurance endorsement letter. Applicants shall be required to provide the City's minimum public liability and property damage of a Two Million Dollar (\$2,000,000) Liability and Five Million Dollar (\$5,000,000) General Aggregate insurance policy.

### PROVIDING YOUR OWN INSURANCE

If you choose to provide your own certificate utilizing your existing insurance, you must add an endorsement, or rider, naming the City of Artesia as additional insured.

Address listed is: City of Artesia 18747 Clarkdale Ave., Artesia, CA 90701

Per the City Attorney, the following language must be included in the CERTIFICATE HOLDER section of the certificate:

THE CITY OF ARTESIA, ITS ELECTED OR APPOINTED OFFICIALS, EMPLOYEES, AND VOLUNTEERS ARE INCLUDED AS INSURED BY ENDORSEMENT. THIS COVERAGE SHALL BE PRIMARY AND CITY INSURANCE SHALL NOT BE CONTRIBUTORY. THERE SHALL BE NO SUBROGATION AGAINST THE CITY. NO CANCELLATION OR MATERIAL CHANGE SHALL BE MADE WITHOUT THIRTY (30) DAYS WRITTEN NOTICE TO THE CITY.

In the section DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS, list the facility being utilized along with address, the function title, and the date(s) of use.

The City also requires an Endorsement Letter that changes the insurance policy. Please see Attachment on the following page of this document for reference. Please note your insurance agent will need to be notified regarding the endorsement.

### LIMITS OF LIABILITY REQUIREMENTS

The following types and limits of insurance are required:

1. Comprehensive or commercial general liability insurance to include the following coverage; premises/operations, products/completed operations (when applicable), contractual, personal injury, broad form property damage, with limits not less than Two Million Dollars (\$2,000,000) combined single limit for bodily injury and property damage/ Five Million Dollars (\$5,000,000) General Aggregate.
2. Workers Compensation Insurance and Employer's Liability Insurance, as required by the Labor Code of the State of California and Employer's Liability limits of One Million Dollars (\$1,000,000.00) per accident.

### BREACH OF INSURANCE REQUIREMENTS

If Permittee, for any reason, fails to maintain insurance coverage, which is required pursuant to this Permit, the same shall be deemed a material breach of contract. City, as its sole option, may terminate this Permit and obtain damages from the Permittee resulting from said breach.



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## Facility Rental Application Endorsement Requirements

POLICY NUMBER: ABC123456

COMMERCIAL GENERAL LIABILITY

THIS ENDORCEMENT CHANGES THE POLICY  
PLEASE READ IT CAREFULLY

### ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS (Form B)

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART SCHEDULE

Name of person or Organization (Additional Insured):

City of Artesia, its elected officials, officers, employees and volunteers are included as additional covered parties, but only insofar as the operations under this contract are concerned.

(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 an insured as insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.