



Cooley Landing Insurance Requirements

A Certificate of Liability Insurance and endorsements are required for all facility rentals. No reservations will be confirmed without proof of sufficient insurance. The City requires the following insurance for all facility rentals:

- The renter's name must be listed as the one "insured."
- The policy must be in effect at the time of the event.
- The certificate holder must be: *City of East Palo Alto, 2415 University Avenue, Suite 200, East Palo Alto, CA 94303.*
- The "description" should list the rental location, day, and event planned.
- The minimum amount of such insurance shall be no less than Two Million Dollars (\$2,000,000) per occurrence and Four Million Dollars (\$4,000,000), in aggregate or Four Million Dollars (4,000,000) combined single limit bodily injury and property damage for each occurrence. The renter shall provide the City with certificates of insurance and copies of additional insured and primary coverage endorsements evidencing the insurance coverage as a condition of renting the facility.
- The renter shall name the City of East Palo Alto, its Officers, Agents and Employees as additional insureds. The policy shall also contain a provision that the insurance afforded to the City, its Officers, Agents, and Employees shall be primary and non-contributory.

Please provide these requirements to your insurer or insurance broker. Your insurance broker should be able to assist you in getting the appropriate coverage. The certificate and endorsements must be submitted to the City no later than **two weeks** after your request is approved.

Agreement Signature: _____ Date: _____