A certificate of insurance and endorsement is required for any facility reservation that takes place on District property that requires an approved facilities reservations application. The District reserves the right to require additional insurance levels based on specific activities or equipment included in the production.

### Certificate of Liability Insurance and Additional Insured Policy Endorsement for Facility Rental

**Coverage**
- Commercial General Liability

**Minimum Limits**
- For all events: $1,000,000 per occurrence
- $2,000,000 aggregate

**Additional Insured**
- Napa Valley College District, its officers, employees, volunteers and agents named as additionally insured.
- If a policy contains “blanket” additional insured, then the certificate must note: “Napa Valley College District is additional insured by blanket endorsement”.
- If policy has no blanket endorsement (see following page for sample).

**Insurance Company**
- Must be licensed to do business in California
- Insurance Company shall have a minimum A.M. Best rating of a VII.

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**Certificate of Liability Insurance**

<table>
<thead>
<tr>
<th>INSURANCE AGENT NAME</th>
<th>INSURANCE AGENT ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSURED NAME</td>
<td>INSURED ADDRESS</td>
</tr>
</tbody>
</table>

**Coverages**

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Policy Number</th>
<th>Current Policy Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial General Liability</td>
<td>$1,000,000</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Products/Supplies - Personal &amp; Advertising</td>
<td>$2,000,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Automobile Liability</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
</tr>
<tr>
<td>Garage Liability</td>
<td>$1,000,000</td>
<td>$2,000,000</td>
</tr>
</tbody>
</table>

**Certificate Holder**

Napa Valley College District
2277 Napa-Vallejo Highway
Napa, CA 94558

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Certificate of Liability Insurance and Additional Insured Policy Endorsement must be submitted before approval of Facilities Application.
SAMPLE CERTIFICATE OF INSURANCE AND ADDITIONAL INSURED POLICY ENDORSEMENT FOR FACILITY RENTAL

Certificate of Liability Insurance and Additional Insured Policy Endorsement must be submitted before approval of Facilities Application.

Additional Insured
- Napa Valley College District, its officers, employees, volunteers and agents named as additional insured