



FACILITY RENTAL INSURANCE REQUIREMENTS

Insurance is Required for All Facility Rentals

All facility renters are required to provide Napa Valley College with proof of general liability insurance prior to their event or use of college facilities.

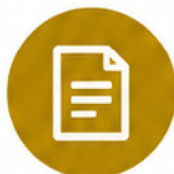


REQUIRED INSURANCE

General Liability Insurance

Renters must provide a Certificate of General Liability Insurance (COI) with coverage of:

\$2,000,000 General Liability



ADDITIONAL INSURED ENDORSEMENT

In addition to the Certificate of Insurance, renters must provide a separate **Additional Insured Endorsement** naming:

Napa Valley College as an Additional Insured.

IMPORTANT: Simply listing Napa Valley College in the Description, Remarks, or Certificate Holder section of the Certificate of Insurance **does not satisfy** this requirement.

The Additional Insured Endorsement must be provided as a separate document/page accompanying the Certificate of Insurance.



SUBMIT YOUR INSURANCE

Please email or mail your Certificate of Insurance and separate Additional Insured Endorsement to:

Samantha Maddox

Napa Valley College – Facilities Services
2277 Napa-Vallejo Highway
Napa, CA 94558



Email:

samantha.maddox@napavalley.edu



QUESTIONS?

Contact Facilities at **707-256-7580**.