

INSURANCE PROCEDURES FOR USE OF FACILITIES

This information has been prepared to assist you in complying with insurance requirements for the use of Rancho Santiago Community College District facilities at Santiago Canyon College.

1. A Certificate of Insurance **must** be provided evidencing \$1,000,000 each occurrence limits of General Liability and Property Damage coverage with an Endorsement (not to be included on a “Certificate”), naming Rancho Santiago Community College District as an additional insured for any claims arising from the applicant’s activities and use of facilities.
2. Under “Description of Operations” on the Certificate of Insurance, the information must include the user, date(s) and name of event, as well as the facility location.
3. Under “Certificate Holder” it **must** read:

Santiago Canyon College
Rancho Santiago Community College District
8045 East Chapman Avenue
Orange, CA 92869

4. The Certificate of Insurance must clearly indicate a typed “Date of Issuance”.
5. The Certificate of Insurance and Endorsement must be an original (photocopies will not be accepted).
6. The Certificate of Insurance and Endorsement must be signed.
7. Under Cancellation, the Certificate of Insurance must read: “Should any of the above desired policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder....”
8. The original Certificate of Insurance and Endorsement should be mailed to:

Santiago Canyon College
Attn: Amber Nakagami, Administrative Services
8045 East Chapman Avenue
Orange, CA 92869
Phone: (714) 628-4719
Fax: (714) 532-2517