



EXHIBIT A
Rancho Santiago Community College District
INSURANCE REQUIREMENTS FOR USE OF FACILITIES

Below are the insurance requirements for the use of Rancho Santiago Community College District facilities.

1. A Certificate of Insurance must be provided for the following: Commercial General Liability with a \$1,000,000 each occurrence, \$2,000,000 Aggregate Limits of Liability per occurrence for Bodily Injury, Personal and Advertising Injury and Property Damage. The Rancho Santiago Community College District, it's Board, Officers, employees, agents and volunteers are to be named as "Additional Insured" by separate endorsement.
2. These policies shall be in full force and effect for no less than 48 consecutive hours prior to the date of the activity shown on the Application/Permit for Use of Facilities, and it shall remain in full force and effect for no less than 48 consecutive hours after the termination of the activity.)
3. 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.
4. **Under "Certificate Holder" it must read:**
 - a. **Santiago Canyon College**
 - b. **Attention: Jennifer Karimpour**
 - c. **8045 E. Chapman Avenue**
 - d. **Orange, CA 92869**
5. The Certificate of Insurance must clearly indicate a typed "Date of Issuance".
6. The Certificate of Insurance must be an original (**photocopies will not be accepted**) and come directly from the producer.
7. The Certificate of Insurance must be signed by authorized issuer.
8. Under Cancellation, the Certificate of Insurance must read:
 - a. "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..."
9. The original Certificate of Insurance should be sent via email to karimpour_jennifer@sccollege.edu or mailed to (**Facsimiles not accepted**):

Santiago Canyon College – Attn: Jennifer Karimpour
8045 E. Chapman Avenue
Orange, CA 92869