



STATE CENTER COMMUNITY COLLEGE DISTRICT

USE OF FACILITIES GENERAL LIABILITY INSURANCE REQUIREMENTS

Groups and individuals interested in applying for facilities rental/use at Reedley College (RC) are required to provide the State Center Community College District (SCCCD) with a General Liability Certificate of Insurance, **with a separate Additional Insured Endorsement**. This is required for each and every non-district event/activity held at RC. If you use RC facilities on a frequent or continuing basis, you may wish to ask your insurance agent to provide a certificate covering a longer period of time. When the time period on the certificate of insurance has expired, you must provide a new certificate and additional insured endorsement page to us *before* you will be readmitted to the facility.

Please use the following procedures to complete insurance requirements. If this is not completed PRIOR TO your event, YOU WILL NOT BE ADMITTED TO THE FACILITY.

1. Contact your insurance agent and request that they send the Certificate of Insurance with the attached additional insured endorsement to STATE CENTER COMMUNITY COLLEGE DISTRICT(SCCCD), 995 North Reed Avenue, Reedley, CA 93654, listing SCCCD as the Additional Insured on the policy.
2. The policy General Aggregate coverage must be for no less than \$2,000,000. HIGHER LIMITS OF PROPERTY DAMAGE OR LIABILITY MAY BE REQUIRED BY SCCCD, DEPENDING UPON THE NATURE OF THE ACTIVITIES INVOLVED WITH THE FACILITY OR PROPERTY USAGE.
2. If your insurance company needs to email us a copy of the Certificate and Additional Insured Endorsement, to assure that we have it before the date of requested use, please give us a call for the most appropriate email address. A hard copy of these documents must be immediately mailed to us at the address given in #1 above.
3. If you have any questions or need further help, our telephone number is (559) 638-0300.

Reedley College reserves the right to deny any and all requested facility usage requests that may not be in the best overall interests of the SCCCD, RC and the Community.

Office Of Vice President
Administrative Services