

Ventura County Community College District  
Application and permit for use of College Facilities  
Under Ed Code 82537-82548 – Civic Center

↑ VENTURA COLLEGE  
Civic Center Office  
4667 Telegraph Road  
Ventura, Ca 93003  
805-654-6400 Ext 2232

↑ MOORPARK COLLEGE  
Business Services Office  
7075 Campus Road  
Moorpark, Ca 93021  
805-378-1400 Ext 1878

OXNARD COLLEGE  
Civic Center Office  
4000 So Rose Ave.  
Oxnard, Ca 93033  
805-678-5813

**Submit completed form to campus the event is being held**

Name of Organization \_\_\_\_\_

Address of Organization \_\_\_\_\_

Organization Phone Number \_\_\_\_\_ Organization Email: \_\_\_\_\_

Name of Person Submitting Application \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Organization: \_\_\_\_\_ Phone Number: \_\_\_\_\_

<u>Facility</u>	<u>Day/Dates</u>	<u>Hours of use</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Description of Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will admission be charged for event:       No     Yes – Amount to be charged \$ \_\_\_\_\_

Expected Attendance (includes audience, participants and performers) \_\_\_\_\_

The proceeds will be used for \_\_\_\_\_

The following special arrangements are requested \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Required Certification:**

1. Applicant hereby agrees to indemnify, defend, and hold the Ventura County Community College District, its Board of Trustees, the individual members thereof, and all district officers, agents and employees free and harmless from any and all claims, losses, damages, liability, cause of action and demands, including reasonable attorney fees and costs, or expenses that may arise during or be caused in any way by such use or occupancy of school property. Applicant further states that he has read the rules and regulations on the reverse side of this application and agrees to abide by and enforce the same.
2. The District assumes no liability or responsibility for any personal property of applicant or of its employees, agents, representatives, guests, or invitees, brought on to the premise during the term of this agreement.
3. The undersigned, as a duly authorized representative of the Organization, states that to the best of his/her knowledge the school property for use of which application is hereby made will not be used for any unlawful means.
4. Any change in this agreement shall be made in writing at least five (5) working days prior to date of event and is subject to District approval.

5. Applicant shall deliver the required Certificate of Insurance and Additional Insured Endorsement at least two weeks in advance of the facility use, or the facility permit will automatically be canceled.
6. By my signature below, I acknowledge that I am authorized on behalf of the Organization and bind the Organization to the terms of this Agreement. I understand and agree to all terms, conditions, rules and regulations in this agreement.

Applicant:

College Vice President, Business Services  
or designee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Rates/Charges:

**VCCCD Sponsored event (no charge)**

**Group 1**

**Group 2**

Estimated Charges:

Facility Use \$ \_\_\_\_\_  
 Grounds \$ \_\_\_\_\_  
 Audio Visual \$ \_\_\_\_\_

Custodial \$ \_\_\_\_\_  
 Lighting \$ \_\_\_\_\_  
 Security \$ \_\_\_\_\_

Other Charges

\_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_

Total Estimated Charges \$ \_\_\_\_\_

Deposit Due \$ \_\_\_\_\_

Date Received \_\_\_\_\_

Additional Payment: \$ \_\_\_\_\_

Date Received \_\_\_\_\_

Additional Payment \$ \_\_\_\_\_

Date Received \_\_\_\_\_

Total Final Charges \$ \_\_\_\_\_ Balance Due \$ \_\_\_\_\_ Date Received \_\_\_\_\_  
 (To Be Determined after event)

**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
RULES, REGULATIONS AND POLICIES REGARDING THE USE OF COLLEGE FACILITIES**

**Fire and Safety Regulations**

1. At no time will there be more persons admitted to the auditorium, classrooms or other assembly rooms that the legal seating capacity will accommodate.
2. Flammable decorations, including stage scenery, will be fire resistant or flame proofed in accordance with the requirements of the State Health and Safety Code.
3. No device, which produces flame, sparks, smoke, and explosives, will be used in the auditorium, classrooms, or assembly rooms.

**General Rules**

1. Sections 82537-82548 of the Education Code of the State of California provide the basis for these rules and are hereby incorporated in this application even though not herein duplicated.
2. The applicant will be a member of the organization, society, or group requesting the use of college facilities; and unless he is an officer of such group, he will present written authorization from the appropriate officers of the group to make such applications. The applicant and signature on the form must be from an adult, at least 18 years of age or order.
3. The applicant will state the date of the use requested, the hour of opening and closing, the names of the speaker or speakers, the topic of discussion, the title and nature of the entertainment (if entertainment), the name of the organization for which the application is made, and the name of the owner, producer, or controlling agency if other than the applicant.
4. Deposits may be required in order to reserve college facilities. Deposits may be refundable with a minimum of a two week cancellation notice. Non-refundable deposits may be required for use of theatres and athletic facilities.
5. The remainder of any unpaid fees, as determined after the last scheduled event, is due in full to the District within seven business days.
6. Use and occupancy of college property will be primarily for public school purposes. Any authorized use of occupancy of the property for other than public school purposes will be secondary and subordinate to this primary purpose.
7. Permits for recreational use of facilities after regular school hours will be determined by mutual agreement with the appropriate college administrator.
8. Any permit may be revoked without previous notice where conflicted dates have resulted, or where need of the property for public school purposes have subsequently developed. For other causes, permits may be revoked at any time upon reasonable notice.
9. This permit is not transferable and may not be assigned to any other agency.
10. No permit will be issued to extend later than 12 o'clock midnight.
11. Juvenile organizations must have adequate adult sponsorship and supervision.
12. Each organization will properly supervise people on the stage and in the audience.
13. College employees in charge of events will have the power of a peace officer to carry out the provision and intents and purposes of the chapter; or in the absence of a college employee, the District police have the power to carry out the provision and intents and purposes of the Education Code 82537-82548.
14. Smoking will be permitted only in designated areas. Intoxicants or narcotics will not be used, nor will profane language, quarreling or gambling be permitted. Violations of this rule or any other rule on this form during occupancy will be sufficient cause for denying further use of college premises to the organization.
15. The program offered during the use of any school premises will at no time contain matter which might tend to cause a breach of the peace, or which constitutes subversive doctrine or seditious utterances, or which agitates for changes in our form of government or social order by violence or unlawful methods.
16. College furniture, equipment or apparatus will not be moved or displaced by any applicant without permission from, and under the supervision of, the college district employee in charge.
17. When the stage is to be used, equipment and personnel are to be furnished by the college and appropriate charges will be made.
18. If free use is granted as provided in the Civic Center Act, the meeting will be nonexclusive and will be open to the public.
19. A public school district will not make any appropriation or pay from any public funds whatsoever, or grant anything to or in aid of any religious sect, church, creed, or sectarian purpose.
20. No sectarian or denominational doctrine may be taught or instructions thereon be permitted, directly or indirectly, in a public school, except for on a temporary basis where the church or organization has no suitable meeting place for the conduct of these services. (ED 82542)

21. The administrator in charge of scheduling facilities, or his/her designated representative, is authorized to issue all permits for the use and occupancy of school property by authorized individuals, groups, or organizations, during non-school hours.
22. A certificate of insurance and Additional Insured endorsement shall be submitted to the college no less than two weeks prior to event.
23. Large events or events that could be potentially high risk, may require additional insurance, and terms and conditions than those stated in the Civic Center Application, Rules, Regulations and Policies.

**Rules and Regulations Governing the Use of College Facilities for Public Purposes (Per Ed Code §82537-82548)**

All use of college facilities for public purposes will be granted in conformance with the California Education Code.

As delegated by the chancellor, the college may grant the use of college facilities for public purposes in accordance with the rules adopted by the Governing Board.

Groups may not use college facilities for purposes which shall be inconsistent with college purposes or which will interfere with college operation.

Rental charges shall conform to the schedule adopted by the Governing Board. This schedule is subject to change at the will of the Board.

The use of college facilities *shall not be granted* to persons, firms, corporations, groups, clubs or associations:

1. Which desire the overthrow of the government of the United States or the State of California by force of violence.
2. When such use may be reasonably expected to expose the property of the district to damage through riots, mobs, or violence.
3. When such use of the property would be contrary to the best interests of the district.

Use of college property shall be under supervision of an authorized representative of the VCCCD, who shall have authority to open facilities upon presentation of the applicant's copy bearing approval of the authorized college administrator.

Smoking is not permitted on campus or in buildings except in designated areas. Intoxicants or narcotics shall not be used, nor shall profane language, quarreling, or gambling be permitted. Violations of this or any other of these regulations during occupancy shall be sufficient cause for denying further use of college premises of the organizations.

The number of people present shall not exceed the posted seating capacity for the building. This is a FIRE REGULATION. The use of any material or device, which constitutes a fire hazard, is expressly prohibited.

College facilities will be available contingent upon appropriate supervision and security as determined by the respective college. Fees for these facilities will be assessed based upon the specific needs of the organizations requesting use. Special arrangements must be made for use of equipment, supplies, etc. and appropriate charges will be made. All additional property and/or equipment not owned by the College, but provided or rented by lessee must meet all applicable city, county, state, and federal safety requirements.

**MOORPARK COLLEGE**

7075 Campus Road  
Moorpark, CA 93021  
lynda\_dobson1@vcccd.edu

**OXNARD COLLEGE**

4000 South Rose Avenue  
Oxnard, CA 93033  
occiviccenter@vcccd.edu

**VENTURA COLLEGE**

4667 Telegraph Road  
Ventura, CA 93003  
sroyer@vcccd.edu

Use by religious groups for fundraising and other purposes, not religious in nature, shall be processed in the regular manner, with the Group 1 rate applied. Use of school buildings or grounds may be granted to any church or religious organization for the conduct of religious services for temporary periods where the church or organization has no suitable meeting place. Such use may be provided and charges at least equal to the fair rental value of the facilities or grounds must be levied.

Adequate adult supervision and sponsorship is required of all juvenile and youth groups requesting facilities.

Equipment, materials or supplies of any nature that is the property of the VCCCD is not to be loaned to outside organizations for use away from the college premises.

Any privilege granted by the VCCCD shall be revocable at any time by the chancellor or the respective college president, and such privilege shall be revoked when any application contains false statements or any organization or any member of the group willfully violates the rules and regulations governing the use of college facilities.

College property must be protected from damage and mistreatment and ordinary precautions of cleanliness maintained. Groups shall be responsible for returning any furniture or equipment, which has been moved from its proper place. In cases where college property has been damaged or abused beyond normal wear, the same shall be paid for by the organization involved.

**VENTURA COUNTY  
COMMUNITY COLLEGE  
DISTRICT**

**Use of Facilities**

As Authorized by the  
California Education  
Code §82537-82548 at:



MOORPARK COLLEGE



**Oxnard College**



**Rates Effective July 1, 2013**

## USE OF FACILITIES

In accordance with the provisions of the Education Code §82537-82548 the Board of Trustees of the Ventura County Community College District will grant the use of school buildings and grounds for public, literary, scientific, recreational, educational or public agency meetings for the discussion of matters of general or public interest. The terms and conditions of such use will be determined by the board-approved administrative procedures and other applicable limitations, requirements and restrictions contained in the Education Code.

## TYPES OF USE

**GROUP 1** - Group 1 users may include nonprofit organizations, and groups and associations organized for general educational or welfare purposes, such as:

1. Off campus student clubs and organizations.
2. Fundraising entertainments or meetings where admission fees charged or contributions solicited are expended for the welfare of the students of the district.
3. Parent-Teachers' associations.
4. School-community advisory councils.
5. Campfire girls, Girl Scout and Boy Scout troops.
6. Senior citizens' organizations.
7. Other public agencies with reciprocal use agreements.
8. Organizations, clubs, or associations organized for cultural activities and general character building or welfare purposes
9. Registered political organizations are permitted to use facilities at no charge providing their presence is educational in nature and or does not interfere with the normal operations of the college. ID # Required

## GROUP 2

1. Churches or religious organizations using college facilities or grounds for the conduct of religious services (EC 82537 & 82542).
2. Commercial (profit-making) organizations.
3. Any group holding a meeting/entertainment where admission fees are charged or contributions solicited which are not expended for the welfare of VCCCD students or for charitable purposes.
4. Paid petition gathering.

## Insurance Requirements

The Ventura County Community College District requires that any individual, group, or organization requesting the use of district property submit a Certificate of Insurance naming the District as an additional insured with property damage and liability limits of not less than one million dollars. Higher limits of property damage or liability may be required by the District depending upon the nature and scope of activities to be performed.

## Fee Schedule Group 1 Group 2 (Fees are for facilities only and are subject to change without notice.)

### GENERAL EVENTS - Facility Charge Per Hour:

(Minimum two hours unless otherwise specified):

1. Performing Arts Center Theatre/Stage.....	\$150	.....	\$270
2. Small Theater/Forum/Black Box.....	\$40	.....	\$80
3. Smart Classroom (AV/Computers) and Conference rooms .....	\$40	.....	\$100

## Fee Schedule (continued) Group 1 Group 2

4. Amphitheater (OC) .....	\$20	.....	\$35
5. Observatory (MC).....	\$50	.....	\$100
6. Student Dining Area.....	\$35	.....	\$75
<i>(Does Not Include Kitchen Facilities)</i>			
7. Choral Music Room .....	\$22	.....	\$40
8. Guthrie Hall/Wright Event Center (VC).....	\$40	.....	\$75
9. Outside Quad - Table (Daily Rate).....	\$20	.....	\$40
10. TV Editing Room & Equipment (OC) .....	\$300	.....	\$600
11. LRC Patio/Kitchen (VC) .....	\$200	.....	\$300
12. Specialized Labs/Classrooms/Computer Labs.....	\$200	.....	\$300
13. Fire Technology Simulation Room.....	\$200	.....	\$300
14. Parking Lot Rental (per space).....	\$2	.....	\$2

### PHYSICAL EDUCATION/ATHLETIC - Facility Charge Per Hour:

(Minimum two hours unless otherwise specified):

1. Large Gym (MC, VC, OC) .....	\$80	.....	\$150
2. Small Gym (VC).....	\$40	.....	\$80
3. Dance Studio .....	\$40	.....	\$80
4. Locker Room (each).....	\$40	.....	\$80
5. Football Practice Field (MC).....	\$35	.....	\$50
6. Track & Field and Football Practice Fields .....	\$75	.....	\$120
7. Baseball/Softball Competition Fields.....	\$40	.....	\$80
8. Baseball/Softball Practice Fields .....	\$20	.....	\$40
9. Baseball/Softball Batting Cages .....	\$15	.....	\$20
10. Field Hockey/Soccer Practice Fields .....	\$45	.....	\$80
11. Stadium (MC,VC,OC) - ALL DAY RATE .....	\$450	.....	\$800
12. Stadium (MC,VC,OC) - PER HOUR .....	\$150	.....	\$325
13. Stadium (In-field only) - PER HOUR .....	\$75	.....	\$120
14. Youth Size Soccer Field (OC).....	\$30	.....	\$60
15. Soccer Field (OC - Practice Fields).....	\$50	.....	\$100
16. Soccer Field (OC - Premium Competitive).....	\$75	.....	\$150
17. Golf/Driving Range .....	\$35	.....	\$60
18. Golf Putting Green.....	\$20	.....	\$30
19. Basketball Courts (outside/OC).....	\$15	.....	\$25
20. Volleyball Courts (outside).....	\$15	.....	\$25
21. Tennis Courts (per court).....	\$15	.....	\$20
22. Racquetball Courts (per court).....	\$12	.....	\$20

(Lighting Outdoor Facilities is an Additional Charge)

### ADDITIONAL EVENT SERVICES - Facility Charge Per Hour:

(Minimum two hours unless otherwise specified):

1. Theatre/Projector/Audio System.....	\$15	.....	\$15
2. Classroom Projector/Audio System.....	\$10	.....	\$10
3. Portable Projector.....	\$50	.....	\$50
4. Choral & Band Risers (3 steps - 6" sections) Per Day Rate .....	\$100	.....	\$100
5. Teleconference Fee .....	\$100	.....	\$125
6. Stadium Lights .....	\$80	.....	\$80
7. Performing Arts/Theatre Audio Set-up & Use .....	\$50	.....	minimum
8. Performing Arts/Theatre Lighting Set-up & Use .....	\$50	.....	minimum

Event Staff, Custodial, Grounds, Security or other personnel services will be charged actual rates

**Filming Fees are Negotiable**

## How to File for Use of Facilities

The application for use of college facilities shall be made on the forms provided by the College. An authorized representative of the group applying must certify the application.

The application must be submitted at least two weeks prior to requested date, unless waived by the college president as an emergency. Permission to use facilities will be granted only for the current semester unless and until the needs for instructional purposes for the following semester have been determined.

The application shall contain:

1. The name of the organization
2. Name, address, title and telephone number of the authorized representative.
3. Type or purpose of the organization.
4. Facilities requested and the date and time of use.
5. Purpose for all admission and parking charges.

## RENTAL CONDITIONS

1. Proof of Insurance shall be required for all organizations using VCCCD facilities.
2. Only the organization whose name is on the application is approved to use the facility.
3. Parking fee of \$2.00 per day (each vehicle)
4. The use of restrooms is included in each rental.
5. Additional charges may be required for labor (e.g., custodial, security, etc.)
6. Charges for additional equipment, preparation of athletic fields, supplies and personnel will be determined by the responsible supervisor based on the nature of the event and the facilities requested.
7. The rules and regulations shall be read, and the groups must agree to hold the VCCCD harmless from any liability or damage, which may result from the use of college facilities.

## PAYMENT OF FEES

\*Deposits may be required in order to reserve college facilities. Deposits may be refundable with a minimum of a two week cancellation notice. Non-refundable deposits may be required for use of theatres and athletic facilities.

\*Payment of fees must be made at least one week prior to the first scheduled use or permit will be cancelled.

# Civic Center Incidental Fees\*

Effective 2/22/22

Custodial Staff	\$50.00/hr
Maintenance and Operations Staff	\$63.00/hr
Police Cadet	\$19.00/hr
Police Officer	\$72.00/hr
Basic Health Screener	\$22.00/hr
Event Assistant	\$19.00/hr
Performing Arts Technician	\$63.00/hr
Weekend/Evening Activities Attendant	\$57.00/hr

\*Prices subject to change





# Sample Certificate of Insurance

Facility User's Insurance Broker

Name of Facility User (It should match the name as written in the Facility Use Agreement)

Claims Made or Modified Occurrence is not acceptable

This section should reference the job number, project name, and/or location

**Location:**  
Oxnard College  
4000 S. Rose Avenue  
Oxnard, CA 93033

This should name your appropriate company entity with proper address

Signed by the Broker only

Current dates are required

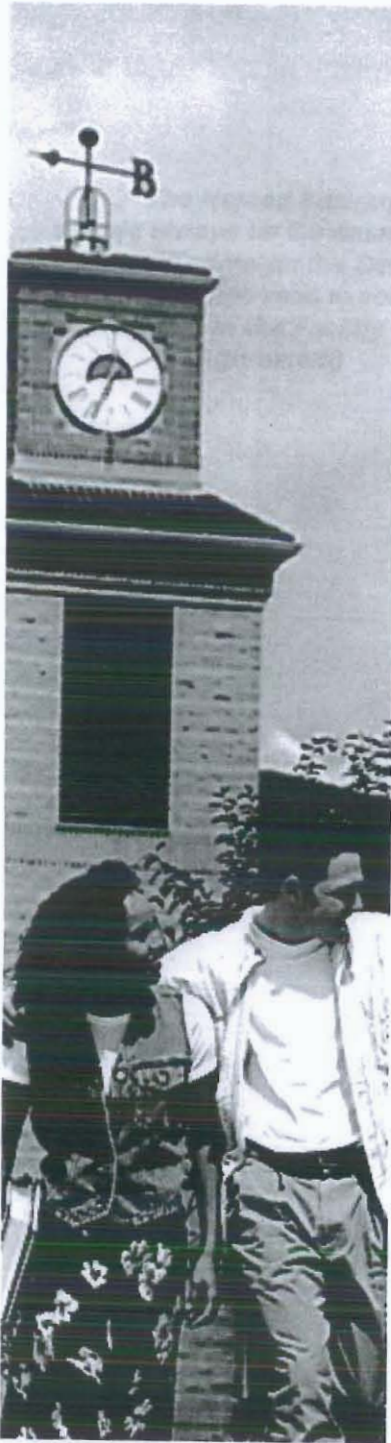
The two "each occurrence" boxes should total at least as much as required in your contract

The totals in each box should be at least \$1 million

This wording should be "X"d out

ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 07/25/01	
<b>PRODUCER</b> Agency Manager, Inc. 2500 Bond Street University Park, IL 60468 Phone No. 800-555-5368 Fax No.			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>INSURED</b> Facility User, Inc. One Big Street Anytown, CA 92606			<b>COMPANIES AFFORDING COVERAGE</b> COMPANY A Tahiti Mutual Insurance Company COMPANY B Indemnity Insurance COMPANY C State Compensation Insurance Fund COMPANY D			
<b>COVERAGES</b> THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CD LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS	12345678	08/01/00	08/01/01	GENERAL AGGREGATE \$ 1,000,000 PRODUCT - COMP OR AGG \$ 1,000,000 PERSONAL & ADV INJURY \$ 1,000,000 EACH OCCURRENCE \$ 1,000,000 TIRE DAMAGE (Any one firm) \$ 50,000 WED EXP (Any other person) \$ 5,000	
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	234567891	08/01/00	08/01/01	COMBINED SINGLE LIMIT \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY \$ EACH ACCIDENT \$ AGGREGATE \$	
B	EXCESS LIABILITY <input checked="" type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	456789123	08/01/00	08/01/01	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000	
C	WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY THE PROPRIETOR/ PARTNERSEXECUTIVE OFFICERS ARE <input type="checkbox"/> INCL <input type="checkbox"/> EXCL	345678912	08/01/00	08/01/01	<input checked="" type="checkbox"/> W.C. STATUS- TORY LIMITS \$ E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000	
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> Certificate of Insurance provided for activities detailed in Facilities Use Agreement #12345 for events 7/20/01 - 8/20/01. General Liability - Certificate Holder is an Additional Insured per attached Form CG 20 10 11 85.						
<b>CERTIFICATE HOLDER</b> Ventura County Community College District 761 East Daily Drive Camarillo, CA 93010			<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.			
ACORD 25-5 (7/97)			AUTHORIZED REPRESENTATIVE ACORD CORPORATION 1998			





### IMPORTANT

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

### DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

# Sample Additional Insured Endorsement

*The Named Insured should always be the same as the "Insured" name on the Certificate (it should also read exactly the same as in the Facility Use Agreement)*

POLICY NUMBER:  COMMERCIAL GENERAL LIABILITY  
NAMED INSURED:

*This policy number should be the same as that listed for General Liability on the Certificate of Insurance*

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY

## ADDITIONAL INSURED - OWNERS, LESSEES OR CONTRATORS (Form B)

*This should always reference Form B - there is a Form A, but it provides inadequate coverage*

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

Name of Person or Organization:

SCHEDULE

*This is where all the Additional Insureds should be listed by name*

Ventura County Community College District  
761 East Daily Drive  
Camarillo, CA 93010

*Should list out the project, name, location, and/or project number that the Facility Use Agreement refers to*

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

It is further agreed that such insurance as is afforded by this policy for the benefit of the above Additional Insured(s) shall be primary insurance as respects any claim, loss or liability arising out of the Named Insured's operations, and any other insurance maintained by the Additional Insured(s) shall be excess and non-contributory with the insurance provided hereunder.

It is agreed that the above policy contains a standard cross liability or severability of interest clause.

*The primary wording, as required in the contract, is usually typed onto the Additional Insured Endorsement Here. The severability of Interest clause is often typed here too*

*This is the standard endorsement number (CG 20-10) and 1185 edition date is required by the Facility Use / Subcontract Agreement*

CG 20 10 1185

Copyright, Insurance Services Office, Inc. 1984