

The Certificate of Insurance (COI) must contain the following:

1. General Liability limits of \$1,000,000 (combined aggregate) for each occupancy
2. Workers Compensation Insurance must be evidenced on COI
3. Certificate holder must be show as follows:

**Ventura County Community College District
Oxnard College
4000 South Rose Avenue
Oxnard, CA 93033**

4. Group or individual names on policy must be the same as the group or individual listed on the "Application/Permit for Facility Use" form
5. Descriptive area must include the name of the facility/building used, name/type of event and specific event date(s)
6. Must include date of issuance and policy expiration dates. Periods of coverage must include event date(s)
7. Must state that in the event of policy cancellation 30-days written notice will be sent to Oxnard College, Attn: College Business Services