Conejo
Recreation & Park District

Insurance Requirements

Give this document to your organization's insurance agent.

PERMITTEE shall procure and maintain, for the duration of the use period contemplated herein, **Commercial General Liability** insurance in an amount not less than **$2,000,000** per occurrence, **$4,000,000** general aggregate, for personal & advertising injury, and products-completed operations. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Such insurance shall name Conejo Recreation and Park District, its officers, employees, agents, and volunteers as additional insured prior to the use of the facility. The PERMITTEE shall file certificates of such insurance with the Conejo Recreation and Park District, which shall be endorsed to provide thirty (30) days' notice to the DISTRICT of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the DISTRICT may deny access to the facility.

All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the District's self-insurance pool.

Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits, or other requirements, or a waiver of any coverage normally provided by an insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the PERMITTEE maintains higher limits than the minimums shown above, the DISTRICT requires and shall be entitled to coverage for the higher limits maintained by the PERMITTEE. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the DISTRICT.

Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if PERMITEE has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with a limit no less than **$1,000,000** per accident for bodily injury and property damage.

Workers' Compensation: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **$1,000,000** per accident for bodily injury or disease.

Professional Liability (Errors and Omissions): Insurance appropriate to the PERMITTEE's profession, with a limit no less than **$2,000,000** per occurrence or claim, **$2,000,000** aggregate.

WAIVER OF SUBROGATION

The PERMITTEE's General Liability and Workers' Compensation policies are to be endorsed to waive all rights of subrogation against Conejo Recreation and Park District. The PERMITTEE's insurance must provide a Waiver of Transfer of Rights of Recovery Against Others to Us endorsement at least as broad as ISO CG 24 04 with the District, its Directors, Officers, Agents, Volunteers, and Employees scheduled on the endorsement.

PRIMARY AND NONCONTRIBUTORY

Insurance provided must be primary and noncontributory and include an endorsement at least as broad as ISO CG 20 01 as respects the District, its Directors, Officers, Agents, Volunteers, and Employees. Any insurance or self-insurance maintained by the District, its Directors, Officers, Agents, Volunteers, and Employees shall be in excess of the PERMITTEE's insurance and shall not contribute to it. This requirement shall also apply to any Excess or Umbrella liability policies.

The PERMITTEE shall provide a **Certificate of Liability Insurance**. The Certificate of Liability Insurance must include the policy number, the name of the insured individual or business, the effective dates of coverage, the required limits (or higher), and the permitted activities and location. The Certificate of Liability Insurance must be for an Occurrence Policy, not Claims-Made.

The PERMITTEE shall provide the following **Additional Insured Endorsements:**

- CG 20 26 04 13 Designated Person or Organization
- CG 20 01 04 13 Primary and Non-Contributory
- CG 24 04 05 09 Waiver of Transfer of Rights of Recovery Against Others to Us

The policy number listed on the Additional Insured Endorsement must match the policy number listed on the Certificate of Liability Insurance. The Certificate Holder and Name of Additional Insured sections must read as follows:

Conejo Recreation and Park District,
its Directors, Officers, Agents, and Employees
403 W. Hillcrest Drive
Thousand Oaks, CA 91360

INDEMNIFICATION

PERMITTEE shall indemnify, defend, and hold harmless the DISTRICT, its directors, officers, agents, and employees from any and all losses, hazards, costs, charges, professional fees, or other expenses, claims, liabilities, actions, liens, demands, obligations, damages, proceedings, or causes of every kind and character, including liability for injuries to any person or persons or damage to property arising at any time out of or in any way related to the PERMITTEE'S use or occupancy of a facility or property controlled by the DISTRICT, unless solely caused by the gross negligence or willful misconduct of DISTRICT, its directors, officers, agents, volunteers, or employees.