



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

ORGANIZATION/TEAM INFORMATION

Organization/Team: _____

Address: _____ City: _____ State/Zip Code: _____

Phone #: _____ Email: _____

PRIMARY CONTACT INFORMATION

Name: _____ Date of Birth: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Secondary Contact: _____ Phone #: _____

RENTAL CLASSIFICATION

Resident Resident/Non-Profit Non-Resident Non-Resident/Non-Profit

*If claiming non-profit status, please attach a copy of your organization's 501 (c)3 documentation.

EVENT INFORMATION

Activity Title: _____ Sport Type: _____ Sports Facility: _____

Sports Facility Use Type: Game(s) Practice(s) Camp/Clinic One-time/Incidental Use

Rental Date(s): _____

Set-up Time: _____ Event Time: _____ Clean-up Time: _____ Total Hours: _____ Attendance #: _____

Beer/Wine on premises? Yes No Field Lights? Yes No Rent Bases? Yes No

Snack Bar Concession? Yes No Baseball Field Prep? Yes No

Using Scoreboard? Yes No Key to Field/ Lights? Yes No



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

Sports Facilities Policies

Throughout these policies the term “event” refers to any activity held on/at an athletic field or park, including but not limited to: games, practices, tournaments, clinics, and private parties. Greater Vallejo Recreation District (GVRD) has priority use of all fields, parks, pits, courts, and facilities.

A. FACILITY USAGE

- 1. SCHEDULING:** Fields open at 8:00am and close at 10:00pm, no exceptions. District staff shall schedule and coordinate use of all athletic fields and parks. The Greater Vallejo Recreation District reserves the right to make changes to schedules due to weather conditions, and GVRD programs, events, etc.

All natural grass fields are CLOSED from November 1-March 31.

2. APPLICATION PROCESS

The Greater Vallejo Recreation District accepts athletic facility rental applications year-round and distributes field rentals on a quarterly basis. After the allocation process, fields are distributed on a first-come, first-served basis. Applications must be submitted one month prior to the start of the quarter. All applicants will be contacted within three business days with an update regarding the status of the rental application.

3. QUARTERLY DEADLINES

- Requests for January, February, and March must be submitted by **December 1st**, of the preceding year.
- Requests for April, May, and June must be submitted by **March 1st**, current year
- Requests for July, August, and September must be submitted by **June 1st**, current year
- Requests for October, November, and December must be submitted by **September 1st**, current year.
- GVRD will accept a wish list of dates and will accommodate accordingly if dates are available (There are no guarantees on list of dates).

4. Payments

Payments will be made 100% upfront prior to use of all fields, parks, pits, courts, and facilities. Payments not made at front will relinquish all requested dates and will be re-opened for requests.

5. Lights

- A. Dan Foley Turf Field:** Lights are programmed on/off by GVRD. Field lights will be activated **15 minutes** prior to sunset and/or before your scheduled reservation. Lights cannot exceed to be on past **10:15pm**. If lights do **NOT** come on. Please contact Recreation Services Director after hours at (707) 980-3532.
- B. Dan Foley McManus Field, Madren Field (Richardson Park), Wilson Park Baseball Field:** GVRD will provide a key for access. Field lights will be activated and turned off manually by the renter. Lights can be activated 15 minutes prior to sunset and/or no earlier than 15 minutes before your scheduled reservation. If lights are left on after the duration of your rental, Renter will be charged for the excess use of lights beyond scheduled reservations. Lights must be **OFF** by **10:15pm** for scheduled reservations. Leaving the lights on past 10:15pm may result in suspension of account, restricted access to fields, and possible revocation of permit.



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

6. KEYS

Keys/passcodes will be provided for the field and/or lights depending on the reservation and the athletic field or park. A key/passcode deposit of **\$50** for residents and **\$60** for non-residents will be required for each key/passcode. Keys must be returned to no later than 24 hours after the last rental day, unless other arrangements are made with district staff. For more information, contact GVRD Sports Department at (707) 648-5357.

7. RAIN

Use of natural grass fields may be prohibited after heavy or extended rain. All field closures are at the discretion of the Sports Coordinator, Sports Supervisor, and Parks Supervisor. If there is any uncertainty as to playability of athletic fields, please contact the GVRD Sports Department (707) 648-5357.

8. HOURS OF USE

Hours requested should include time for any of your group's special setup and cleanup needs. Individuals associated with your event will not be allowed to enter the sports facility or park before the time indicated. All individuals associated with the event must vacate the sports facility or event by the indicated ending time. **NO EVENT CAN EXTEND BEYOND 10:00 PM (City of Vallejo).**

9. CONDITION

All permittees must accept the sports facilities, parks, and surrounding area in the condition found. The Greater Vallejo Recreation District makes no warranty as to the safety and usability of any athletic field/park beyond that afforded to the general public.

10. TRASH

All trash shall be properly disposed of in the on-site trash containers. The Greater Vallejo Recreation District shall be responsible for emptying trash containers on a routine basis. Any overflow trash shall be disposed of on an as needed basis by the Permittee. At no time shall trash be overflowing in containers or left in undesignated areas, and failure to do so may result in an additional fine (**Glass bottles are prohibited**).

11. VEHICLES

No vehicles in unauthorized areas parking areas except emergency vehicles. All parking shall occur in designated parking areas and shall not occur on any grassed, landscaped, pathways or turf area. All parking signs shall be followed.

12. PERSONAL PROPERTY

All users are responsible for removal of their personal property from the sports facility or park after each event. The district shall not be responsible for any personal property left behind.

13. GENERATORS

Use of generators and fireworks in public parks and spots facilities is prohibited.

14. DOGS

Dogs are prohibited on all sports facilities.

15. PORTABLE RESTROOMS

Portable Restrooms may be required for your event. Restrooms will be placed in a mutually agreed upon location and will be sufficient for public use. The cost of placing, maintaining, servicing, and removal of any such portable restrooms shall be paid by the renter.



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

16. MAINTENANCE

Use of any sports facility or park may be disrupted at any time to perform necessary maintenance.

17. ALCOHOL

Beer and Wine are prohibited in designated parks or sports facilities unless a specific permit from GVRD is issued allowing alcohol. Permit must be obtained in person. Please contact the GVRD Sports Department (707) 648-5357 for more information.

- a. No glass containers are allowed in Greater Vallejo Recreation District parks or athletic fields (GVRD Policy #3070, Use of Parks and Facilities).

18. LIABILITY/INSURANCE COVERAGE/WORKERS' COMPENSATION

Renter shall secure and keep a general commercial insurance policy covering personal injury and property damage in the amount of not less than \$1 million per occurrence, \$2 million aggregate with an insurance carrier acceptable to the District. The District, and its officials, officers, employees, and agents being named as additional insured by endorsement. Renter shall also secure and maintain workers' compensation insurance if Renter has employees as required by State law. Renter shall provide the certificate of insurance and additional insured endorsement to District in a form and with carriers acceptable to the District.

- a. Such insurance shall name Greater Vallejo Recreation District (The District), its officers, employees, agents, and volunteers as additional insureds prior to the use of the facility. The RENTER shall file certificates of such insurance with The District, which shall be endorsed to provide thirty (30) days notices 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.
- b. 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.
- c. 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 any insurance. Specific reference to a given 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 RENTER maintains higher limits than the minimums shown above, The District requires and shall be entitled to coverage for the higher limits maintained by the RENTER. Any available insurance proceeds more than the specific minimum limits of insurance and coverage shall be available to The District.

19. DAMAGE OR LOSS

- a. Any damage or loss to sports facilities or park equipment is the responsibility of the permittee. The permittee shall be liable for costs associated with call-outs of public workers and officials and restoring and/or replacing any damages or losses.
- b. If the permittee refuses to pay, legal action may be taken and/or the permittee will not be allowed to use any district facilities again until full payment has been made.

20. CANCELLATIONS/RESCHEDULING



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

It is the responsibility of the renter to report any and all cancellations and/or changes 72 hours prior to the date of use (NO EXCEPTIONS). Changes and/or cancellations not reported within 72 hours of scheduled use will not be processed and will be reflected on charges within the User's account. Changes and/or cancellations must be reported to the Sports Department at jgatmen@gvrd.org or tevans@gvrd.org.

Cancellation fee for field reservations as follows:

Natural Grass: Rain-out(s) Must call (707) 648-5357 within 24 hours of rain-out to receive credit to account. Cancellation: \$10 cancellation fee will be deducted, and balance applied to their account, unless a refund check is requested.

Artificial Turf: For Artificial Turf Field-due to all weather surface "rain outs" will be limited to serve weather only. Cancellation Fees: **30-3 days** from scheduled date will result in a **\$20 fee** and **0-3 days** from scheduled date will result **in the amount of the full rental**.

21. CANCELLATION BY THE DISTRICT

In addition to the right to terminate this rental agreement upon permittee's default, Recreation Services shall have the right to terminate part or all of this agreement at any time in the following circumstances:

- a. Upon thirty (30) days written notice.
- b. Immediately without notice if the Board of Directors, General Manager, Parks or Recreation Services Director, City officials, District personnel, the County Emergency Services Director, or local state or federal official determines that the facility is required for public necessity or emergency use.
- c. Immediately without notice if the facility is destroyed or damaged.
- d. Acts beyond our control and force majeure.

21. PERMIT REVOCATION/FINES

- a. A permit may be revoked for failure to observe any rules, regulations, and ordinances of the Greater Vallejo Recreation District, for improper conduct or cancellation by district (see "F. CANCELLATION BY District" section).
- b. If incomplete or incorrect information regarding the nature of the event or expected attendance is given to District staff, immediate cancellation of permit may result with no refund of fees and/or deposit.
- c. Any publication of the proposed activity that occurs prior to the permit being approved shall cause the permit to be denied.
- d. Events that exceed attendance capacity may be immediately canceled with no refund of fees and/or deposit.
- e. Fights, vandalism or unacceptable behavior occurring during an event shall cause immediate cancellation of the permit and no refund of fees and/or deposit.
- f. Outside invoices, money due to the district, and subleasing of sports facilities for profit.
- g. Excessive trash, waste, or compost is not acceptable and will result in immediate cancellation of permit with no refund of fees and/or deposit.

23. AMPLIFIED SOUND

The use of amplified sound is prohibited.



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

24. SALE OF FOOD AND MERCHANDISE

- a. The sale of food will require a permit obtained from the Health Department of Environmental Health Services (707) 648-5357. The renter is responsible for obtaining a permit. Food concessions sales are prohibited on district property, without prior approval by GVRD.
- b. Concessions are allowed only at Dan Foley and Wilson Baseball field at a cost of \$50/day. Seven days' notice is required for use of concession stands.
- c. Concessions are only permitted during scheduled field rental.
- d. Concessions must only be used by authorized field permit holder.
- e. Agreements completed under false pretenses or that contain any false information will be canceled and collected fees will be forfeited

25. SECURITY & SUPERVISION

- a. Based on the size and type of the event, additional security and supervision may be required. Arrangements and costs are the responsibility of permittee.
- b. All rental group attendance will require one (1) security guard per one hundred (100) guests. Security will be required if alcohol is served/sold during a reservation.
- c. The District reserves the right to require additional security guards based on the size and the type of event scheduled at the fields.
- d. 4. The Greater Vallejo Recreation District shall have the absolute right to enter premises herein specified, or any portion thereof, at all times.

26. UNPERMITTED USAGE

- a. Unpermitted usage is defined as any person(s) who uses GVRD fields, courts, pits, and facilities without a GVRD Permit. Permits are given once the application process is reviewed, approved, paid, and processed.
- b. A first offense is a \$250 fine, a second offense of \$350 fine, and a third offense resulting in a one-year suspension. GVRD will cancel all future reservations. Permitted User will not receive a refund of scheduled field usage during third offense. All future privileges of reserving GVRD sports facilities will be denied during one-year suspension.

27. ADA COMPLIANCE

In compliance with the Americans with Disabilities Act of 1990, renters are prohibited from discriminating against individuals with disabilities in any events, programs, or activities.

28. RECREATIONAL OPPORTUNITIES FOR PERSONS WITH DISABILITIES

We welcome persons with disabilities to participate in any class or activity offered by GVRD. We will make reasonable effort to accommodate the participants' special needs so that they may enjoy the recreational opportunities offered by our department.

29. HOLD HARMLESS AND RELEASE AGREEMENT

In consideration of participation in this rental, the Permittee agrees to indemnify and hold harmless, and to release, waive, and discharge, the Greater Vallejo Recreation District, and its agents, officers and employees, and any community organization co-sponsoring the program, from any and all liability to any person or entity for any injury, including death, or property damage, arising out of or in any way connected with participation by the undersigned and/or other persons pursuant to this permit, including injuries or property damage, except those arising from the established active sole negligence or sole willful misconduct of the District or its employees. To the extent a release and/or waiver of any type is obtained from any participant in the event/activity, said release and/or waiver shall expressly include the District, its employees, agents, and representatives as released parties. Said provision(s) shall confirm that the District,



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

its employees, agents and/or representatives are released from all claims or damages of any type which may arise or are in any way related to participation in said event/activity.

My signature below signifies that: I am 21 years old or older; I agree to abide by all the conditions of this application; and I also agree to pay to the Greater Vallejo Recreation District all costs the District may incur as a result of any failure to fully comply with all of these conditions.

I HAVE READ THE ABOVE HOLD HARMLESS AND RELEASE AGREEMENT AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE SUFFERED.

PRINT NAME (of permitted): _____

SIGNATURE (of permitted): _____ **DATE:** _____

RECREATION COORDINATOR SIGNATURE: _____ **DATE:** _____



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

SPORTS FACILITIES POLICIES

_____ **All fees** are due at time of reservation, unless other arrangements are approved by the Recreation Department and Recreation Services Director.

_____ **Set-up** and **clean-up** of the sports facilities is the responsibility of the group(s) reserving. Permittee must leave the field restored to a clean condition, including the disposal of all trash. If District staff is required to conduct extra cleaning resulting from permittee use, additional fees will be charged.

_____ **Renter** is responsible for all guest behavior. Violence, vulgarity, behavior deemed inappropriate and unsupervised children are not permitted and will not be tolerated. Guests must adhere to all District policies and procedures.

_____ **Alcohol Beverages** are **PROHIBITED** at all GVRD sports facilities and property. Unless Beer and Wine permit is obtained.

_____ **Smoking** and vaping is **PROHIBITED** at all GVRD sports facilities and property.

_____ **PROHIBITED** in sports facilities: spitting, sunflower seeds, gum, glass, lawn chairs, gas/propane powered heaters, bbq grills of any kind, portable lights, amplified sound, animals, stakes or sharp anchoring devices, and **metal** cleats on **synthetic field**.

_____ **Parking** is **ONLY** permitted in designated parking areas. Do not park on any grass areas, landscaped areas, walking paths, red zones, and blocking fire hydrants.

_____ **All Permit holders MUST** follow all park rules.

_____ **A deposit** may be required, depending on the nature of the event.

_____ **Any violation** of the Sports Facilities Policies will result in:

- A first offense = **\$250 fine**
- A second offense = **\$350 fine**
- A third offense = **1 Year suspension:**
 - GVRD will cancel all future reservations.
 - Permit holder will not receive a refund during third offense.
 - All future privileges of reserving GVRD sports facilities will be denied.

_____ Users will receive a waived one-time **Cancellation date or Transfer date**. An admin fee of \$20 will occur after each time a date is cancelled or transferred.

I HAVE READ THE ABOVE HOLD HARMLESS AND RELEASE AGREEMENT AND FULLY UNDERSTAND THAT I ASSUME ALL RISKS FOR ANY INJURIES AND PROPERTY DAMAGE SUFFERED.

PRINT NAME (of Permitted): _____

SIGNATURE (of Permitted): _____ DATE: _____

RECREATION COORDINATOR SIGNATURE: _____ DATE: _____



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

SPORTS FACILITIES RENTAL RATES

Fee Type	Resident	Non-Resident	Resident (Non-Profit)	Non-Resident (Non-Profit)
Natural Grass Field(s) (2HR/Minimum)	\$30 Per Hour	\$35 Per Hour	\$12 Per Hour	\$15 Per Hour
Synthetic Turf Field (2HR/Minimum)	\$40 Per Hour	\$48 Per Hour	\$40 Per Hour	\$48 Per Hour
Basketball Courts/ Horseshoe Pits Bocce Ball Courts/Tennis/Pickle Ball Courts (2HR/Minimum)	\$12 Per Hour	\$12 Per Hour	\$12 Per Hour	\$12 Per Hour
Field Lights (2HR/Minimum) Rates will vary for rentals. Lights are programmed to operate before sunset.	\$25 Per Hour	\$30 Per Hour	\$25 Per Hour	\$30 Per Hour
Snack Bar Concession (Monday-Friday)	\$30 Per Day	\$30 Per Day	\$30 Per Day	\$30 Per Day
Snack Bar Concession (Saturday-Sunday)	\$40 Per Day	\$40 Per Day	\$40 Per Day	\$40 Per Day
Key Deposit or Key Replacement	\$50R	\$60NR	\$50R	\$60NR
Alcohol Permit (Per reservation)	\$30	\$35	\$35	\$35








GREATER VALLEJO RECREATION DISTRICT


Mission Statement: Building community and enhancing quality of life through people, parks, and programs.

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

GREATER VALLEJO RECREATION DISTRICT

SPORTS FACILITIES

Little League	Baseball	Softball	Soccer	Basketball	Tennis/Pickleball
Callen Field	Dan Foley Turf	Dan Foley Turf	Dan Foley Turf	North Vallejo	Amador Park Courts
Madren Field (Richardson Park)	McManus Field (Dan Foley Park)	McManus Field (Dan Foley Park)	Glen Cove Park	Setterquist Park	Castlewood Courts
Terrace Park	Wilson Park (Baseball Complex)	Madren Field (Richardson Park)	Wardlaw	Lake Dalwigk Park	Glen Cove Park Courts
Thurmon Field (Setterquist Park)		North Vallejo 	Wilson Park (Soccer Field) 	Sports Gym 	Setterquist Park Courts 
Bocce Ball Courts			Horseshoe Pits		
Amador Park & Highlands Park Bocce Ball Courts			City Park Horseshoe Pits		



SPORTS FACILITIES WITH LIGHTS

- **Amador Park**-Bocce Ball Courts, Tennis/Pickleball Courts
- **Dan Foley Park**- Synthetic Turf Field & McManus Baseball Field
- **Richardson Park**-Marden Baseball Field
- **Wilson Park**- Baseball Complex
- **North Vallejo**- Basketball Courts, Baseball Field



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

Please provide this page to your insurance agent. Additional requirements may be requested.
07-04 Insurance not accepted.

Description Block	Name and Event Date:
Certificate of Endorsement	<p>Greater Vallejo Recreation District</p> <p>c/o 395 Amador Street</p> <p>Vallejo, CA, 94590</p>
Additional Insured	<p>The Greater Vallejo Recreation District, its officials, officers, employees, agents, and volunteers are listed as additional insured.</p>
Liability Amounts	<p>Each Occurrence: \$1,000,000 (in an occurrence policy)</p> <p>Damage to Rented Premises: \$1,000,000</p> <p>Personal and ADV Injury: \$1,000,000 General Aggregate: \$1,000,000</p> <p>Products-COMP/OPAGG: \$1,000,000</p> <p>*** Must Show Proof of Host Liquor Liability if serving alcohol***</p>
Cancellation	<p>Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will mail 30 days written notice to the certificate holder named above.</p>
Required Documents	<ol style="list-style-type: none"> 1. Certificate of Liability Insurance 2. Additional Insured Endorsement (CG 20 12 04 13 or comparable) naming the Greater Vallejo Recreation District, its officials, officers, employees, agents, and volunteers as additional insured. 3. If someone has Employees, they must have Workers' Compensation <ul style="list-style-type: none"> • <u>And</u> must have a Waiver of Subrogation/Waiver of Transfer of Rights of Recovery Against Others to Us for employee injury/illness (sample attached) <ol style="list-style-type: none"> 4. Primary and noncontributory, form 20 01 04 13 5. Athletic Participation Coverage 6. Solano County Health permit for selling hot food.



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

SPORTS FACILITIES RENTAL CHECKLIST



Have you completed these steps?

- I have checked availability calling Joseph Gatmen (707) 648-5357, jgatmen@gvrd.org or Teresa Evans at (707) 648-5389, tevans@gvrd.org.
- I have read Greater Vallejo Recreation District's Sports Facilities Use Policies.
- I signed and will abide by Greater Vallejo Recreation District's Sports Facilities Use Policies.
- I will obtain a certificate of liability insurance and all other insurance requirements.
- I have completed Sports Facilities Rental Application.
Information includes:
 - Organization Information
 - Personal Information
 - Event Information and Details
 - Dates, Times, # in Attendance
- Submit Sports Facilities Rental Application, mail to Greater Vallejo Recreation District, 395 Amador St Vallejo, CA 94590

Upon receipt of your application the Sports Recreation Coordinator will review to ensure completion and check for possible conflicts. Acceptance of your application is not considered as a final approval of your request.



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

INSURANCE REQUIREMENTS FOR SPORTS FIELDS

A current **Certificate of Liability Insurance** and **Additional Insured Endorsement** must be received by the Recreation & Park District at least ten (10) business days prior to the first permit date.

- **Certificate of Liability Insurance** acceptable Form is CG 00 01
 - o Must include:
 - Name of individual or business insured
 - Certificates of Liability Insurance must be for an Occurrence Policy (not Claims-Made).
 - “Athletic participant” must be checked (this may not be on all Certificates of Liability Insurance’s, but we do require it).
 - Policy number (must match all documents)
 - Effective dates of coverage (must be current)
 - Permit Location
 - \$2,000,000 Per Occurrence
 - \$4,000,000 General Aggregate
 - \$1,000,000 Personal & Advertising Injury
 - \$1,000,000 Products Completed-Operations
 - \$1,000,000 Sexual Abuse and Molestation (if the work will include contact with minors)
 - \$1,000,000 Automotive (if work uses autos)
 - Umbrella or Excess Liability Insurance is acceptable to fulfill the required liability limit
 - If someone has Employees, they must have Workers’ Compensation
 - And must have a **Waiver of Subrogation/Waiver of Transfer of Rights of Recovery Against Others to Us** for employee injury/illness (sample attached)
 - In OTHER (secondary) Excess Accident Medical box shall have the Limit of \$100,000 and Deductible as \$500 (this may not be on all Certificates of Liability Insurance’s, but we do require it).
 - In Description Box it must state clearly the entire facility covered in the policy
 - Certificate Holder section must read:
 - Greater Vallejo Recreation District. Its Directors, Officers, Agents, Volunteers, and Employees 395 Amador St. Vallejo CA 94590



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

- **Cancellation Clause** must read as follows: “Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail 10 days’ written notice to the certificate holder named to the left.”
- An **Additional Insured Endorsement** is **required** because Certificates of Liability Insurance alone do not protect the additional insured. As noted on the certificate: “This certificate is issued as a matter of information only and conflicts no rights upon the certificate holder. This certificate does not amend, extend, or alter the coverage afforded by the policy.”
 - o Acceptable documentation:
 - CG 20 26 12 19 (sample attached) - 12 19 is required
 - Additionally insured Lease Endorsement
 - o Policy Number must match the policy number of the Certificate of Liability Insurance
 - o Name of Additional Insured must read:
 - ***Greater Vallejo Recreation District. Its Directors, Officers, Agents, Volunteers, and Employees 395 Amador St. Vallejo CA 94590***
- **Primary and noncontributory** form 20 01 04 13.
 - o Policy Number must match the policy number of the Certificate of Liability Insurance
 - o Insurance provided must be Primary and Noncontributory and include the endorsement above.
- **Sexual Abuse or Molestation (SAM) Liability**: If the work will include contact with minors, and the CGL policy referenced above is not endorsed to include affirmative coverage for sexual abuse or molestation, Contractor shall obtain and maintain a policy covering Sexual Abuse and Molestation with a limit no less than \$1,000,000 per occurrence or claim.
- **Alcohol Liability** – **For Special Event Applications ONLY/ Not for Sports Facilities**
 - o If you intend to serve Alcohol at your event you must have “Host Alcohol Liability”
 - o If you intend to sell Alcohol at your event you must have “Retail Alcohol Liability”
- No blanket endorsements will be accepted.
- It is the responsibility of the permittee to provide an updated Certificate of Liability Insurance and Additional Insured Endorsement prior to the policy expiration date to ensure there is no lapse in coverage. Permittees will not be granted access to the facility until a new policy is on-file.



SAMPLES OF INSURANCE REQUIREMENTS



INTEGRATED INSURANCE & FINANCIAL SERVICES

Certificate of Liability Insurance (Annotated Form)

2 This notice confirms the provisions of the California Insurance Code, §384. Other states have similar provisions. It states that the policy, not the certificate governs coverage.

1 This block identifies the Agent or Broker.

3 The insurer will be identified here. The insurer letter appears again near the left margin at "3" to show which insurer provides which coverage.

4 CERTIFICATE NUMBER:

5 THIS IS TO CERTIFY THAT THE POLICES OR POLICIES 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 AGREEMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED. EXCLUSIONS AND CONDITIONS APPLY.

6 This notice again states that the policy supersedes the certificate form. The policy number should correspond to the policy affording the coverages of this row.

7 These sections show the type of coverage provided through the agent or broker identified in "1" above. If the insured uses more than one broker, this certificate will not identify all existing.

8 These two columns show inception and expiration dates for policies identified. Pay special attention that coverage does not expire before or during your project or lease.

9 This column identifies limits per occurrence and aggregate for each type of coverage afforded. Pay special attention to low aggregate limits for public works-type contractors. Losses on other jobs may reduce your coverage.

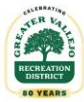
10 This section will usually be used to restrict coverage to a specific job or lease. Watch for restrictions that would omit the coverage required by your specifications.

11 Certificate holder is your entity.

12 CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

13 The authorized representative of the insurer should be an employee, unless the agent or broker is specifically authorized to sign on behalf of the company.

ACORD 25 (2016/03) THE ACORD NUMBER IS RESERVED.



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: *Building community and enhancing quality of life through people, parks, and programs.*

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> ATHLETIC PARTICIPANT <input type="checkbox"/> LEGAL LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			WSL 000 001	1/1/2019	12/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES(EA OCCURRENCE) \$ 300,000 MED EXP (ANY ONE PERSON) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON OWNED AUTO						COMBINED SINGLE LIMIT(EA ACCIDENT) \$ BODILY INJURY(PER PERSON) \$ BODILY INJURY(PER ACCIDENT) \$ PROPERTY DAMAGE (PER ACCIDENT) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> YES/NO (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATION BELOW	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE-EA EMPLOYEE \$ E.L. DISEASE-POLICY LIMIT \$
B	<input checked="" type="checkbox"/> OTHER (secondary) Excess Accident Medical			WSA 000003	1/1/2019	12/31/2019	Limit: \$100,000 Deductible: \$500

Need to be the same policy # as on the COI.

POLICY NUMBER: ← COMMERCIAL GENERAL LIABILITY CG 20 26 12 19

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

GVRD must be named here

Needs to be this number

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" (except, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf):

- In the performance of your ongoing operations; or
- In connection with your premises owned by or rented to you.

However:

- The insurance afforded to such additional insured only applies to the extent permitted by law; and
- If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- Required by the contract or agreement; or
- Available under the applicable limits of insurance; whichever is less.

This endorsement shall not increase the applicable limits of insurance.

CG 20 26 12 19



GREATER VALLEJO RECREATION DISTRICT

Mission Statement: Building community and enhancing quality of life through people, parks, and programs.

Address: 395 Amador Street, Vallejo, CA 94590 | Website: www.gvrd.org

COMMERCIAL GENERAL LIABILITY
CG 20 01 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

Needs to be
this form #

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

Only needed if they have Workman's Comp.

POLICY NUMBER:

Must be the same policy #
that is on the COI

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 00

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

Needs to be
this number

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

GVRD needs to be named here

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph B, Transfer Of Rights Of Recovery Against Others To Us of section IV – Conditions:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products/ completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

