

**INSTRUCTIONS FOR ISSUING A CERTIFICATE OF INSURANCE**  
**For SPORT FIELD Premises Leased or Rented from Park District by others**

**Give this to your (or your organization's) insurance agent**

Jurupa Area Recreation and Park District (JARPD) requires a "certificate of insurance" for your event naming JARPD as an additional insured. Your agent will prepare the required document, which must in the JARPD Office no later than 11 business days prior to the event. A copy of your current insurance certificate **will not** be accepted.

Along with the insurance certificate, an endorsement form must be provided naming J.A.R.P.D. as an additional insured. The 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 30 days' written notice to the certificate holder name to the left.**"

**\$2,000,000 Per Occurrence, \$4,000,000 General Aggregate**

**THE INSURANCE CERTIFICATE SHOULD NOTE THE FOLLOWING INFORMATION:**

- Date of the event
- Location of event
- Name of your organization/business/group

The following information should be typed in the "**Certificate Holder**" section:

**Additional Insured:**

**Jurupa Area Recreation and Park District  
8621 Jurupa Rd.  
Jurupa Valley, CA 92509**

**Please Deliver to:**

Jurupa Area Recreation and Park District  
8621 Jurupa Rd.,  
Jurupa Valley, CA 92509  
Attn.: Facility Reservations  
Phone: (951) 361-2090  
Email: Info@jarpd.org

**Certificates of Insurance and Endorsements**

Certificates of insurance without endorsements do not protect the additionally insured (in this case: Jurupa Area and Recreation and Park District). An endorsement is required because, as noted on an insurance 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”

Certificates of Insurance are prepared and signed by an insurance agent, not the insurance company. In most instances they have no authority to bind the insurance company and in the event of a loss the insurance company will fight any reimbursement stating they never agreed to add us as additionally insured.

**It is JARPD policy that an endorsement must accompany a certificate of insurance to meet insurance requirements.**

**Sample of “CG 20 11 11 85” form** (For premises leased or rented by others)

Policy Number: enter policy number here Commercial General Liability

**This endorsement changes the policy. Please read it carefully.**

**ADDITIONAL INSURED – MANAGERS OR LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:  
Commercial General Liability Coverage Part

**SCHEDULE**

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| <ol style="list-style-type: none"><li>1. Designation of Premises (Part Leased to You):</li><li>2. Name of Person or Organization (additional Insured):<br/><b>Jurupa Area Recreation and Park District, its elected and appointed officials, employees and volunteers</b></li><li>3. Additional Premium:</li></ol> |
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(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 the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any “occurrence” which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person or organization shown in the Schedule.