



## Notice of Conditions

**As a condition of use of City of Walnut Creek facilities or City programs, your organization must provide at your sole expense, each of the following items as indicated:**

(X) Proof of insurance comprised of certificate of insurance and original endorsements of comprehensive general liability insurance written by one or more responsible insurance companies licensed to do business in California. This coverage must include:

1. Name the City of Walnut Creek, its officials, officers, directors, employee, agents and volunteers as additional insured against liability for injury to persons, damage to property, or for the death of a person or persons, arising or resulting from any act or omission on the part of your organization, its agents or employees.
2. Include liability coverage for claims made by participants in your event/program. You are advised that any and all exclusions pertinent to your event/program must be disclosed in the endorsement and failure to do so will not necessary insulate your organization from individual liability for claims made as a result of the use of the facilities and your event/program.
3. Be PRIMARY insurance with respect to the additional insured named above. Any other insurance available to the City of Walnut Creek, its officials, officers, directors, employees, agents and volunteers shall be excess and noncontributing.
4. The comprehensive general liability insurance policy limits of such insurance shall not be less than \$1,000,000 per occurrence for bodily injury, personal injury and property damage.

Any deductible or self-insured retention must be identified and approved by the City. In the event the deductible is deemed to be too great, the City may require you to have your insurer eliminate the deductible or reduce it.

5. You must satisfy these requirements by furnishing the City 30 days prior to your event with certificates of insurance and original endorsements affecting the required coverage. The certificates and endorsements are to be on ISO-approved forms. The City will not accept a Certificate of Insurance alone as proof of insurance coverage. The original endorsement must specifically list THE FOLLOWING:

***“The City of Walnut Creek, its officials, officers, directors, employees, agents, and volunteers are additional insured against liability for injury to persons, damage to property and for the death of a person or persons arising or resulting from any act or omission on the part of your organization, its agents or employees.***

***This insurance is primary with respect to the additional insured. Any other insurance available to the City of Walnut Creek, its officials, officers, directors, employees, agents, and volunteers shall be excess and noncontributing.”***

You are strongly urged to show this Notice of Conditions (including the precise wording of these requirements) to your insurance agent or broker. Doing so will help you, your agent, and the City process the proper documents in a timely manner.

Your Use Permit/Program will not be approved until the proper endorsements are received.

If you are not able to obtain this insurance, the City’s Risk Management Office, through HUB International of California, may be able to provide you with a quote for this coverage.

You must provide the City with the endorsement 30 days prior to the start of your event/program. Each endorsement shall be subject to approval by the City of Walnut Creek as to form and as to insurance company.

Federal civil right’s law requires that equal access to facilities and programs be afforded to people with disabilities. This law is applicable to the City of Walnut Creek and carries over to any program or activity using city facilities. The law is applicable to your organization’s programs and activities that make use of city facilities. Therefore, a condition of use of City of Walnut Creek facilities is that your organization shall endeavor to reasonably accommodate all requests for accommodation by individuals with disabilities who wish to participate in any program or activity organized or sponsored by your organization and that uses City facilities. Before rejecting a request for accommodation or finding such a request is not reasonable, your organization must notify the City.

Please sign and return this original Notice of conditions to indicate your receipt and understanding of the conditions listed above.

\_\_\_\_\_  
Signature of Designated Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

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

**If you have any questions, please contact the City’s Risk Management Office at (925) 943-5899 x 2177**