

# ***PCC Facility User - Instructions For Requesting Your CERTIFICATE OF LIABILITY INSURANCE***

*In order to secure the use of a Portland Community College (PCC) facility (i.e. building; room; section; or area) any Facility User (individual[s] or entity not employed by PCC and desiring to use a PCC facility) must submit to PCC a Certificate of Liability Insurance showing their (insured's) liability coverage. The certificate must be received by PCC a minimum of one (1) week prior to the facility's requested use date.*

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**IMPORTANT:**

***Fill in the blanks below (all yellow highlighted areas are required to be included in the certificate) then submit this form to your insurance carrier. Using this information, your insurance carrier will issue a certificate of liability insurance to PCC for you. Please allow sufficient time for this process.***

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**INSURED INFORMATION:**

**Insured's Name (Facility User):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**PCC MANDATORY INSURANCE PROVISIONS:..... See page 2...** ⇨ ⇨ ⇨ ⇨ ⇨ ⇨ ⇨

*PCC insurance information is also in the **PCC Board Approved Facility Use Policy**, pp 30-31, online at: <http://www.pcc.edu/about/administration/board/policies/b601.1.pdf>*

**DESCRIPTION OF OPERATIONS:** *Insurance carrier must include the following information in the certificate's box marked "Description of operations/locations/vehicles/exclusions added by endorsement/special provisions:"*

**NAME of EVENT:** \_\_\_\_\_

**DATE of EVENT:** \_\_\_\_\_

**NUMBER OF PARTICIPANTS (estimated):** \_\_\_\_\_

**PCC LOCATION (Campus/Bldg/Room/Area to be used):** \_\_\_\_\_

**ADDITIONAL INSURED:** *Additional Insured Endorsement to the certificate must be included with the following specific wording:*

***"Portland Community College, its elected directors, administrators, employees and agents shall be named ADDITIONAL INSURED with respect to this dated event."***

**CERTIFICATE HOLDER is:**

Portland Community College  
Safety & Risk Services  
P.O. Box 19000, Portland, OR 97280

**SEND CERTIFICATE TO:**

**Campus Event Coordinator at:** \_\_\_\_\_

*Insurance carrier shall email an electronic Adobe pdf certificate or shall mail an original certificate to the Campus Event Coordinator a minimum of one (1) week prior to the event.*

# PCC MANDATORY INSURANCE PROVISIONS

**The Certificate of Liability Insurance must include the following provisions:**

## 1. General Liability Insurance

Facility User shall obtain and keep in effect during the term of the Portland Community College (“PCC”) Facility Use Agreement (“Agreement”) at its expense, Comprehensive General Liability Insurance covering Bodily Injury and Property Damage on an “occurrence” form (1996 ISO or equivalent). This coverage shall include Contractual Liability insurance in the following minimum amounts:

Coverage	Limit
General Aggregate	\$2,000,000
Products - Completed Operations Aggregate	2,000,000
Personal & Advertising Injury	1,000,000
Each Occurrence	1,000,000
Fire Damage (Any one Fire)	50,000
Medical Expense (Any one Person)	5,000
Employers Liability	500,000

## 2. Commercial Automobile Insurance

If transportation is provided to participants by the Facility User to or from the event, Facility User shall also obtain and keep in effect during the term of the Agreement at its expense, “Symbol 1” Commercial Automobile Liability coverage including coverage for all owned, hired, and non-owned vehicles. The Combined Single Limit per occurrence shall not be less than \$1,000,000.

## 3. Workers Compensation

Facility User, its subcontractors if any, and all employers providing work, labor or materials under the Agreement are either subject employers under the Oregon Workers’ Compensation Law and shall comply with ORS 656.017 which requires them to provide workers’ compensation coverage that satisfies Oregon Law for all their subject workers or out-of-state employers exempt under ORS 656.126. Out-of-state employers must provide Oregon workers’ compensation coverage for their workers who work at a single location within Oregon for more than thirty (30) days in a calendar year. Facility User who performs work without the assistance or labor of any employee need not obtain such coverage. This shall include Employer’s Liability Insurance with coverage limits of not less than \$500,000 each accident.

## 4. Additional Insured Requirement

**Portland Community College, its elected directors, administrators, employees and agents shall be named Additional Insured with respect to this dated event/activity.** All Commercial General Liability insurance policies will be endorsed to show this additional coverage. All policies must be kept in effect for the duration of the event/activity; notice of policy cancellation is thirty (30) days.

## 5. Insurance Carrier Acceptability

An insurance company deemed acceptable by Portland Community College must underwrite coverage provided by the Facility User.

## 6. Certificate of Insurance

As evidence of the required insurance coverage, **the Facility User shall furnish an original or electronic Adobe pdf Certificate of Insurance to Portland Community College a minimum of one (1) week prior to the PCC facility use.** Facility use shall not be allowed until the required certificate(s) has been received and approved by Portland Community College. The certificate shall identify the event/activity, the exact date(s) for the event/activity, specify and document all provisions within the PCC Facility Use Application, and shall name Portland Community College, its elected directors, administrators, employees and agents as Additional Insured with respect to the dated event/activity.

## 7. Renewal and Cancellation Provisions

A renewal certificate must be sent to Portland Community College ten (10) days prior to coverage expiration. Coverage may not be cancelled or materially changed without thirty (30) days written notice to Portland Community College. The notice of cancellation provision shall be physically endorsed on the Commercial General Liability Policy.