

**York County Parks and Recreation
Insurance Requirements for:**

**Organization/Sponsor/Individual
Reserving Facilities for Events at Parks or Schools**

Insurance

a) **Description:** The Organization/Sponsor reserving facilities for events through Parks and Recreation shall carry insurance with a minimum one-million dollar (\$1,000,000) commercial general liability policy.

Notes: 1. Some facility/event reservations may require additional insurance coverage as determined by the County's Risk Manager and Consultant.
2. Though not usually required to provide insurance, individuals reserving a facility may be required to provide insurance in some instances.

b) **Certificate(s) of Insurance** (Acord 25 Form or equivalent): The Contractor shall deliver certificates of insurance (COI) from carriers acceptable to the County specifying the required insurance and limits.

The Certificate(s) of Insurance should also include:

- a) A certificate policy ID number
- b) The waiver of subrogation checked with either an X or a Y
- c) Sexual Assault and Molestation Coverage with a minimum of one-million dollar (\$1,000,000) policy.

c) **Certificate Holders:**

The County shall be named Certificate Holder on the above COI as follows:

**County of York, Virginia
P.O. Box 532
Yorktown, VA 23690**

Reservations for Facilities/Events involving the use of School property require that the Schools shall also be named Certificate Holder on the COI (or their own COI) as follows:

**County School Board of York County, Virginia
302 Dare Road
Yorktown, VA 23692**

d) **Proper Endorsement(s)** (Form CG 20 10, Ed. 7/04, or equivalent): In addition to the COI, the Organization/Sponsor/Individual shall also deliver a proper endorsement as evidence of coverage satisfactory to the County on applicable policy(ies). The Endorsement effectively changes the insurance policy itself to include the Additional Insured(s) specified by the COI(s).

e) **Additional Insureds:**

The County shall also be named Additional Insured on BOTH the Certificate of Insurance (item "b" above) and the Endorsement (item "d" above) as follows:

“County of York, Virginia, its Officials, Officers, Agents and Employees named as Additional Insured, with primary status, without participation from the County’s insurers.”

If the use of School property is involved, the Schools shall also be named Additional Insured on both the COI (or their own) and Endorsement (or their own) as follows:

“County School Board of York County, Virginia, its Officials, Officers, Agents and Employees named as Additional Insured with primary status, without participation from the School Board’s insurers.”