

Meeting Room Insurance Information

What insurance is required?

Each applicant is required to provide the City of Pleasanton with a valid Certificate of Liability Insurance, written through an acceptable carrier. Such certificate shall provide Bodily Injury and Property Damage Liability protection at a limit of \$1,000,000. The Certificate shall name the City of Pleasanton as an Additional Insured, in conformance with the Hold Harmless and Compliance Agreement in the Meeting Room Agreement. The Endorsements page must be included with the insurance certificate. Typically, homeowners insurance can be extended to cover such events.

The **Certificate Holder** should be listed as:

City of Pleasanton
400 Old Bernal Avenue
Pleasanton, CA 94566

The **Additional Insured** should be listed as:

The City of Pleasanton, its officers, agents, employees, and volunteers are named as an additional insured.

Please email the completed insurance documentation (Certificate Holder and Additional Insured) for approval (a minimum of 5 business days in advance) to Jennifer Young at jyoung@cityofpleasantonca.gov. The Meeting Room Agreement form must be submitted to the Library a minimum of 5 business days in advance as well.

Why is insurance required?

Liability insurance, with the City of Pleasanton designated as an additional insured party, is now required to reserve the Library meeting room. This provides protection for the public using the room, and the person or group hosting an event. It also allows the City to refrain from charging a facility usage fee, and keep the large meeting room available for use. We appreciate your cooperation in this matter. If you have any questions, please contact Heidi Murphy, Director of Library and Recreation, at 925-931-3406.