

INSURANCE REQUIREMENTS

We will need a Certificate of Insurance, naming the NOCCCD (North Orange County Community College District) as insured, for minimum of \$1 million, per incident/\$3 million aggregate, and additional Insured Endorsement. The insurance needs to be provided in the form of an Endorsement (Rider) on your own insurance, for a \$1 million/incident, or \$3 million/aggregate total. Lastly, proof of current automobile coverage for transportation to and from the college is required (new requirement, February 2017).

The Certificate of Insurance and the Endorsement are two different documents that are both required. Please let your insurance representative know the following information to be added on the endorsement:

As separate endorsement (Additional Insured - Person-Organization) naming the:

**North Orange County Community College District (NOCCCD)-Fullerton Campus
...its' Officers, Agents, Employees, and Volunteers.
1830 West Romneya Drive
Anaheim CA 92881-1819**

You can purchase this policy through the Tenant User Liability Insurance Program (TULIP) online at <http://www.ebi-ins.com> Entity ID 0360-071. We do not have any further information on insurance and all questions should be directed to your insurance agent.

The insurance needs to cover the dates you plan to be on campus. Please have this endorsement forwarded to the Office of Campus Communications no later than 2 weeks prior to your first scheduled use. Any delay in our office receiving this endorsement will lead to your event or participation being cancelled.

Please have the Certificate of Insurance, as well as the Endorsement forwarded directly to our Master Calendar official: Carolyn Whelchel (mastercalendar@fullcoll.edu), in the Office of Campus Communications office on campus, NOT TO THE DISTRICT!

Revised 3-1-17