

Liability Insurance Requirements

All users of Yorba Linda Public Library facilities shall procure and maintain, at their own expense and for the duration of the event covered, comprehensive general liability and property damage liability insurance, against all claims for injuries against persons or damages to property which may arise from or in connection with the use of the facility by the user, its agents, representatives or employees in the amount of one million dollars (\$1,000,000), combined single limit.

All insurance shall:

1. Name the City, its officers, officials, employees, agents, representatives and volunteers (collectively hereinafter “City and City Personnel”) as additional insureds.
2. Contain no special limitations on the scope of protection afforded to City and City personnel
3. Be primary insurance and any insurance or self-insurance maintained by the City or City Personnel shall be in excess of the applicant’s insurance and shall not contribute with it.
4. Shall be “date of occurrence” rather than “claims made” insurance.
5. Shall apply separately to each insured against the limits of the insurer’s liability.
6. Shall be written by insurance companies qualified to do business in California and rated “A” or better in the most recent edition of Best Rating Guide, The Key Rating Guide, or in the Federal Register, and only if they are of a financial category Class VIII or better, unless such rating qualifications are waived by the Center Director due to unique circumstances.
7. The applicant’s policy must include a 30-day written cancellation notice.

The certificate of insurance must be filed with the Yorba Linda Public Library no later than one month prior to the date of the event, or an insurance fee will be added to the contract to cover the event.

It is further understood and agreed that the City of Yorba Linda, its officials, officers and employees are additionally insured with regard to the use of the City of Yorba Linda property by the applicant and solely in regard to the use of the property owned by the City of Yorba Linda by the applicant. The City may be able to provide through its carrier for the fee as established by its carrier, appropriate liability insurance.

Insurance Certificate

The City of Yorba Linda requires the following information on all insurance certificates and/or additional insured endorsements:

1. “Additional Insured: The insurer agrees that the City of Yorba Linda and its City Council and/or all City Council appointed groups, committees, boards and any other City Council appointed body, and/or elective and appointive officers, servants, or employees of the City when acting as such are additional insured hereunder, for the acts of the insured, and such insurance shall be primary to any insurance of the City.”
2. The additional insured endorsement must indicate policy number, date, name of insurance company and name of “insured.”
3. Certificate must be an original document. Copies will not be accepted.