



City of Keizer

Community Center Customer Checklist - Government

CHECKLIST – SUBMIT APPLICATION TO THE CITY OF KEIZER

Room reservations are only secure when a completed Community Center Use Application and Use Agreement has been received by the City.

- Fully complete the Community Center Use Application, including page 1, 2 and 6. A signature is required on page 8 the Community Center Use Agreement.
- Any rental fee payments that may be outstanding are due sixty (60) days prior to the event date.
 - o An invoice can be provided upon request.

CHECKLIST – ITEMS DUE AT LEAST 14 DAYS PRIOR TO EVENT DATE

A late fee of \$100 will be charged against the deposit if any of the insurance certificates and endorsements, caterer information or other documents required by this agreement are submitted less than fourteen (14) days prior to the event. In the event that the documentation is submitted, but is not sufficient, such late fee shall be imposed if the proper information is not resubmitted at least seven (7) days before the event.

- All events must provide the City with proof of insurance by one of the following options:
 - 1) Provide documentation stating that the client is self-insured and will not obtain separate insurance.
 - 2) Obtain a Comprehensive General Liability insurance policy providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from the facilities used hereunder in the amount of \$1,000,000. The policy must:
 - o Name the “**City of Keizer**” as additional insured.
 - o Be in the name of the Responsible Person/Contract Signer.
 - o Issued by an insurance company authorized to do business in the State of Oregon.
 - o Provide an Additional Insured Endorsement with the Certificate of Liability Insurance.
- All space design and event details must be finalized with event center staff. Posted maximum room capacity may not be exceeded at any time during your event. If a change from the confirmed room set-up is required on the day of the event, and additional staff is necessary, a labor charge of \$20 per hour, per worker, will be deducted from the deposit.
- FOOD SERVICE/CATERING POLICY:** All catering services must be provided by a City of Keizer approved vendor. If catering services are being provided during your event you must provide the City with the name of the catering provider. All events open to the general public must use a caterer from our approved vendor list. Clients are permitted to bring in or serve their own food and non-alcoholic beverages, except if the event is open to the general public.
- VENDOR POLICY:** If you have chosen to hire an outside vendor(s) to provide additional services for your event you will need to notify the vendor(s) that the Community Center does not have storage availability outside of your rental period. Outside vendor rental equipment must be delivered no earlier than the reserved time and day of your event and then be removed at the end of your event.

If you have questions about this information please contact City Staff for assistance.

Kristian Bouvier
Event Coordinator
Phone: (503) 856-3446
Email: bouvierk@keizer.org

Allison Sebern
Event Scheduler
Phone: (503) 856-3408
Email: seberna@keizer.org



City of Keizer

Event Liability Insurance Requirements

- ### CHECKLIST
- **Certificate of Liability Insurance** in the Name of the Responsible Person/Contract Signer
 - Liability Limits of at least \$1,000,000 per occurrence
 - Copy of **Additional Insured Endorsement** giving Additional Insured Status to the "City of Keizer" with the address listed as "930 Chemawa Rd NE, Keizer OR 97303".

Please forward this form to your Insurance Agent to comply with the insurance requirements in your use agreement. If your agent is unable to provide all of the items required for your event, you may be able to purchase insurance through a Special Event Insurers.
(The City of Keizer is not able to endorse any vendors)

If you have any questions about this information please contact City of Keizer staff at 503-856-3408

Examples of Certificate of Liability Insurance and Additional Insured Endorsement:

ACORD CERTIFICATE OF LIABILITY INSURANCE DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: CONTRACTOR AGENT BROKER

INSURED: INDIVIDUAL CORPORATION PARTNERSHIP LIMITED LIABILITY COMPANY TRUST OTHER

COVERAGE: COMMERCIAL GENERAL LIABILITY AUTOMOBILE LIABILITY UMBRELLA LIABILITY PRODUCT LIABILITY PROFESSIONAL SERVICES LIABILITY DIRECTORS AND OFFICERS LIABILITY EMPLOYERS LIABILITY CONTRACTORS POLLUTORS LIABILITY FIDELITY AND SURETY MARINE AVIATION CYBER OTHER

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Services Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: _____ CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: _____

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY CG 20 20 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

- A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
 2. In connection with your premises owned by or rented to you.
- However:
1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.
- This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.