



INSTRUCTIONS FOR OBTAINING A CERTIFICATE OF INSURANCE | 2009-10

Your group will need to provide proof of insurance coverage while at camp. This form will help walk you through this process. If you have any questions, please call us at (925) 371-8401, ext. 12.

Teacher/Principal Responsibilities

- 1.) Depending on your school, either you or your principal will initiate this process. You will need to get the contact information of the person in your district who deals with insurance. (Private schools should contact their insurance agent directly.)
- 2.) Contact the district representative and tell him/her that you are going to YMCA Camp Arroyo and that we require a certificate of insurance. Give them: (1) a copy of this sheet, *Instructions for Obtaining a Certificate of Insurance* AND (2) a copy of the *Use Agreement Standard Terms* that was mailed to you with your contract.
- 3.) Please follow up with the district person to ensure that YMCA Camp Arroyo receives this certificate before you arrive at camp.

District Responsibilities

- 1.) We will need a certificate of insurance as worded below (also found in Paragraph C of your *Use Agreement Standard Terms*).

“User shall provide certificates of workers' compensation insurance and of general liability and automobile (owned and non-owned) liability insurance with limits of \$1,000,000.00 that are updated annually and provide notice of cancellation to YMCA. The Certificate of Liability Insurance shall be endorsed to state that any aggregate limit on the policy shall apply exclusively to the camp held under this permit; shall name the YMCA of the East Bay, The Taylor Family Foundation, and the East Bay Regional Park District, their officers, agents, and employees as additional insureds; and shall be the primary coverage for this camp on its general liability policy with annual verification and notice of cancellation. A copy of the certificates and additional insured endorsements must be provided to the YMCA at least 15 days in advance of User's arrival at camp.”

- 2.) Please include all 3 parties in your certificate: 1) YMCA of the East Bay, 2) The Taylor Family Foundation, and 3) East Bay Regional Park District
- 3.) Fax your certificate of insurance to (925) 455-7977; ATTN: Business Manager

**We must have this certificate of insurance at least 4 weeks prior to arriving at camp. If we do not have this certificate when the students arrive, they WILL NOT be allowed to get off the bus.
NO EXCEPTIONS.**