



Insurance Requirements

Please supply a Certificate of Insurance, naming the NOCCCD (North Orange County Community College District) as insured, for minimum of \$1 million, per incident/\$2 million aggregate, AND, 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 \$2 million/aggregate total.

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 District, **MUST** be made out as follows:

**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 also purchase this policy through the Tenant **User Liability Insurance Program (TULIP) online at <http://www.ebi-ins.com/tulip> and entering 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. This will delay booking/holding your event, until we receive the paperwork.

Please have the Certificate of Insurance, as well as the Endorsement forwarded directly to the Master Calendar office on campus, NOT TO THE DISTRICT!

Contact Information

Carolyn Whelchel, Administrative Assistant II

mastercalendar@fullcoll.edu

714.732.5052 – office

714.992-9933 - fax

100 Building, room 113