



Public Works Department
Parks and Transportation Services Division
555 Liberty Street SE, Room 325, Salem OR 97301-3513
Phone 503-588-6261 • Fax 503-588-6025

RISK MANAGEMENT INSURANCE REQUIREMENTS

The City of Salem has received a request for use of a public property for an event. In order to proceed with approval of the permit, it has been determined a Certificate of Insurance is required.

Please follow these instructions.

1. The City of Salem requires certificates of insurance in an amount determined by the City's Risk Manager. Unless otherwise specified, the limit amounts should be as noted below. See the sample form included.

General Aggregate	\$2,000,000	Products - Comp/Op Agg	\$2,000,000
Personal and Adv Injury	\$2,000,000	Fire Damage	\$50,000
Each Occurrence	\$2,000,000	Med Exp	\$5,000

2. The certificate of insurance is to be submitted naming “**the City of Salem, its Officers, Employees, and Agents**” as **additional insured**.

Should a school district property be used in addition to City properties, the certificate of insurance is to be submitted naming “**the Salem-Keizer School District and the City of Salem, its Officers, Employees, and Agents**” as **additional insured**.

3. The certificates should also include the following:
 - **Ten-day** written “Notice of Cancellation”; and
 - Cancellation section: Strike the words “endeavor to” and “but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.” The section should state: “Should any of the above-described policies be canceled before the expiration date thereof, the issuing company **will** mail ten days written notice to the certificate holder named to the left.”

4. When insurance is required, we are required to OBTAIN an original certificate of insurance that is issued to the certificate holder as follows:

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5. Any questions regarding insurance matters can be directed to Melinda Mokalla, Recreation Specialist, or Becky George, Recreation Coordinator, at 503-588-6261.
6. **Certificates must be received in our office 30 days prior to your event or program.**