

Instructions for Insurance Certificates

1-26-07 City of Rochester Hills, Parks Division

The following are **requirements** for Insurance Certificates needed to reserve sports fields with the City of Rochester Hills (see also the [attached example of text on ACORD form](#)):

1. In the section **"Description of Operations/Locations....."**: the following text must be included on the form:

Additional Insured - General Liability: City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all Boards, Commissions and/or Authorities and their Board Members, employees and volunteers.

2. In the section **"Certificate Holder"** the following text must be included on the form:

**City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, MI 48309-3033
Attn: Bert Hallewas, Parks Department**

3. In the section **"Cancellation"** the following text must be stricken / removed from the form:

"Endeavor to" (as in "will endeavor to mail")

and also:

"But failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."

4. The certificate must be faxed, mailed or e-mailed to us (see below) directly from the insurance company. Copies submitted by the team/club/league are not accepted, unless followed by an original from the insurance company.

Your compliance with these requirements will avoid unnecessary delays in approving your requests for field reservations.

We suggest that you give / fax these instructions (with the attached example of the Acord form) to your insurance carrier, so they will know exactly what is required. This information is also available on our web site.

For any questions, contact:

Bert Hallewas, CPRP

Park Ranger II

City of Rochester Hills, Parks Dept.

1000 Rochester Hills Drive

Rochester Hills, MI 48309-3033

Phone: (248) 656-4797

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www.rochesterhills.org > city services > parks > sports field reservations