

# Instructions for Insurance Certificates for sports field reservations

City of Rochester Hills, Parks Division  
12-9-20



innovative by nature

The following are requirements for Insurance Certificates needed to reserve sports fields with the City of Rochester Hills.

Please also see the separate **example** of text on ACORD form and endorsements:

<https://www.rochesterhills.org/SportsFields/InsuranceFormExample.pdf>

For AABC and USSSA certificates, please see separate document, **AABC and USSSA Contacts**:

<https://www.rochesterhills.org/SportsFields/AABCOrUSSSAcontacts.pdf>

## **IMPORTANT: ENDORSEMENTS:**

Requirements #1, #2 and #3 below may be included on the ACORD form but **must be added in a separate endorsement** with the certificate. Only including the required text on the ACORD form or the "Additional Remarks Schedule" of the ACORD form does NOT meet our requirements.

### **1. ADDITIONAL INSURED:**

The following text **must** be added in a separate **endorsement** with the certificate:

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. PRIMARY COVERAGE:**

The following text **must** be added in a separate **endorsement** with the certificate:

This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess.

### **3. CANCELLATION TEXT:**

In the section "**Cancellation**" (bottom right corner of the Acord form):

If the Acord form states "**should any of the above policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions**" then the following **must be added in a separate endorsement** with the certificate:

Cancellation:

The policy will not be cancelled without 30 days (10 days for non payment of premium) prior written notice to the City of Rochester Hills.

### **4. CERTIFICATE HOLDER:**

In the section "**Certificate Holder**" (bottom left corner of the Acord form) the following text **must be included** on the ACORD form:

Parks & NR Department, attn. Borden Park  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309-3033

### **5. MAILING INSTRUCTIONS:**

The certificate **and** endorsements must be mailed or e-mailed to us (see below) directly from the insurance company. Copies submitted by the team/club/league must be followed by an original from the insurance company.

### **6. SUCCESSFUL INSURANCE PROVIDERS:**

A list with examples of insurance providers that have successfully met our text requirements in the past is available upon request.

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

### **For any questions, contact:**

Bert Hallewas, CPRP  
City of Rochester Hills, Parks & NR Department  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309-3033  
Phone: (248) 656-4797  
E-mail: [fieldreservations@rochesterhills.org](mailto:fieldreservations@rochesterhills.org)

Return to: [Sports Field Reservations](#) web page.