



Insurance Requirements for Facility Use at Nevada City School of the Arts

A Certificate of general liability insurance showing minimum coverage limits of one million dollars is always required of all outside organizations who use our facilities.

- The certificate must be for a policy active during the dates of use of our facilities.
- The certificate holder is: Nevada City School of the Arts, 13032 Bitney Spring Rd., Nevada City, CA 95959.
- The *Insured* name on your policy needs to match the *Organization's* name on the Facility Use application form.
- **An additional Insured Endorsement is needed. This actual Endorsement must name the School (Nevada City School of the Arts) as additional insured on the policy –it is required and - It must be a separate page additional insured endorsement, to be valid for our facilities.**
- The certificates must be on file at least 10 days before the date of the event, to avoid cancellation of your facility use.

Please send this notice to your insurance company, It will allow them to see the needs of our District, and quickly facilitate the process. Have them fax or mail or email a copy of the policy to: (530) 273-1522, or mail to 13032 Bitney Springs Rd., Nevada City, CA 95959

Attention: Business Office

Thank you,
Melissa Brokenshire
Business Manager
(530) 273-7736 X 303
businessmanager@ncsota.org