

Liability Insurance Requirements **For Private Facility Rentals**

The person listed on the contract is required to obtain commercial liability insurance in the amount of **\$1 million** per occurrence. This may be purchased from the City of Mountain View or it may be provided by the renter (through homeowners insurance, business insurance, etc.). The user's insurance coverage shall be primary. The City of Mountain View, its officers, officials, employees and volunteers are to be covered as additional insured by an endorsement for commercial general liability coverage. For rentals that will have alcohol, proof of liquor liability must be included in the insurance coverage in the amount of \$1 million.

The original certificate of insurance and endorsements must be submitted to the Community Services Department two weeks prior to the event. Your event may be canceled if the certificate of insurance and endorsements fulfilling all requirements are not received by the City of Mountain View at least two weeks prior to the event date.

Please use the following address on the insurance certificate under "certificate holder".

City of Mountain View
500 Castro Street
Post Office Box 7540
Mountain View, CA. 94041

The following addresses pertain to the rental facilities of the City of Mountain View.

Community Center
201 S. Rengstorff Ave.
Mountain View, CA. 94040

Adobe Building
157 Moffett Blvd.
Mountain View, CA. 94043

Senior Center
266 Escuela Ave.
Mountain View, CA. 94040

Rengstorff House
3070 N. Shoreline Blvd
Mountain View, CA. 94043