City and County of Broomfield, Colorado - Cultural Affairs Division T: 303.464.5835 F: 303.438.6234

BROOMFIELD AUDITORIUM LIABILITY INSURANCE

LIABILITY INSURANCE

Pursuant to notification from our insurance pool CIRSA (Colorado Intergovernmental Risk Sharing Agency) and in accordance with our City Attorney, effective 1/1/02:

All organizations requesting use of the City and County of Broomfield Auditorium shall provide a **CERTIFICATE OF INSURANCE**, naming the *City and County of Broomfield* as an **ADDITIONAL INSURED**, for the date(s) of scheduled facility use(s). Liability limits of the insurance should be a minimum of \$500,000 PER OCCURANCE and \$1,000,000 AGGREGATE.

This Certificate of Liability Insurance information is due with the completed Rental Request Form and Letter of Incorporation a minimum of THREE WEEKS PRIOR to the first date of scheduled use. Failure to abide by the above stated requirements and deadline may result in cancellation of your rental request and future facility use.

A certificate of insurance may be obtained from your organization's insurance carrier and/or agency (or through CIRSA*), and must be provided by all participants on all functions that are not under the control or insurance provisions of the City and County of Broomfield.

*For any questions regarding this requirement, please contact Rosemary Novotny, Finance Department, at 303-438-6227.