



**GENERAL LIABILITY INFORMATION
REQUIRED PRIOR TO SPORT FIELD USE PERMITS ISSUED**

As soon as you start to plan your event, we suggest that you provide your insurance broker/agent with a copy of these requirements and request that they submit the Certificates of Insurance complete with copies of all required Endorsements at the earliest opportunity. Please forward documents to the Municipal Sports Unit via e-mail municipalsportsunit@lasvegasnevada.gov, fax (702) 464-5795 or mail to Municipal Sports City Hall, 5th Floor, 495 S. Main St, Las Vegas NV 89101.
Your permit will not be issued if the Certificate of Insurance and the two Endorsement pages have not been submitted.

Insurance is required when reserving City sports fields or space for league play and sporting events (tournaments, camps, clinics, etc.) including short term use permits for 5 or more days in one allocation season. Such insurance must be commercial general liability coverage which provides protection for (1) event spectators, (2) athletic participants, (3) staff members and (4) volunteers against claims of bodily injury and property damage and names the City of Las Vegas as an additional insured by an endorsement to the policy.

MINIMUM POLICY LIMITS

GENERAL LIABILITY

Each Occurrence	\$ 1,000,000
Damage to Rented Premises	\$ none or any amount
Medical Expense (any one person)	\$ none or any amount
Personal/Adv Injury	\$ none or any amount
General Aggregate	\$ 2,000,000
Products – COMP/OP AGG*	\$ 1,000,000 (see note below)
Participant <u>Legal</u> Liability	\$ 1,000,000 (verified on Certificate or Endorsement #2)
Host Liquor Liability**	\$ included (see note below)

*Product and Completed Operations coverage is required if the insured User Group will be selling products as part of the event (e.g. concessions, sportswear, etc.).

** Host Liquor Liability is required when alcohol is served (not sold) at the sporting event by the insured User Group. This coverage cannot be excluded from the policy.

Sporting Event Vendors: Any vendor serving or selling alcohol at the event must have \$1M Liquor Liability insurance coverage. The User Group must provide proof of the Vendor’s insurance.

**APPLICANTS MUST SUBMIT THE FOLLOWING THREE DOCUMENTS
TO SATISFY INSURANCE REQUIREMENTS.**

Failure by the User Group to submit the Certificate of Insurance required no later than thirty (30) calendar days prior to the field use permit being issued may result in cancellation of the field use permit request.

1. Certificate of Insurance

Evidence of the above coverage and policy limits must be on ACORD 25 or sustainably similar form. The Description of Operations/Locations/Vehicle/Special Events section must contain the following:

- Certificate holder below is named as additional insured per attached ISO form CG 20 26 07 04
- For Leagues: Producer must indicate the name of league covered under the policy.
- For a Sporting Event: Producer must indicate name of the sporting event covered under the policy.

2. Endorsement #1 – Additional Insured

Endorsement must be on a form ISO CG 20 26 07 04 or similar form and must name the *City of Las Vegas, 495 S. Main St., Las Vegas, NV 89101 and it’s elected officials, agents, employees and volunteers* as an additional insured.

3. Endorsement #2 – Participant Legal Liability

Producer must submit proof by endorsement that the insured’s policy includes participant legal liability coverage.

See samples of these required documents on the following two pages.



CERTIFICATE OF LIABILITY INSURANCE SAMPLE

Please submit your Certificate of Liability Insurance with your Additional Insured Endorsement form and Participant Legal Liability Endorsement form at your earliest convenience. Please submit your Certificate of Liability with the following requirements:

1

The Insured name on the certificate should be identical to the Entity name listed on the reservation application, permit and any required permits or licenses.

2

Commercial Liability and occurrence must be selected under the Type of Insurance section.

3

Policy number must match the number on the submitted endorsement pages.

4

Policy period must cover the length of the sporting event or be current during the allocation season.

5

Minimum insurance limits as listed.

6

Description of Operations section must include:

“Certificate holder below is named as additional insured per attached ISO form CG 20 26 07 04”

- **FOR LEAGUES:** Producer must indicate the **name of league** covered under the policy.
- **FOR A SPORTING EVENT:** Producer must indicate **name of the sporting event** covered under the policy.

7

Name the City of Las Vegas as additional insured as listed.

SPORTS LEAGUE / SPORTING EVENT USE – SAMPLE ACORD						
ACORD		CERTIFICATE OF INSURANCE			DATE (MM/DD/YY): Date	
PRODUCER: Name of Insurance Agency (must be licensed in NV) Street Address City, State Zip Phone Number				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED: Name of Insured Organization DBA (if any) Street Address City, State Zip Phone Number				INSURERS AFFORDING COVERAGE		NAIC #
				INSURER A	Name of Insurance Company	
				INSURER B		
				INSURER C		
				INSURER D		
				INSURER E		
				INSURER F		
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
CO	TYPE OF INSURANCE	POLICY #	POLICY EFFECTIVE DATE	POLICY EXPIRATION DATE	LIMITS	
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL LIABILITY ___ CLAIMS MADE <input checked="" type="checkbox"/> OCCUR ___ AGGREGATE APPLIES PER <input checked="" type="checkbox"/> POLICY ___ PROJ ___	Policy Number Policy number must match endorsements.	Date Dates must cover the length of the event.	Date	EACH OCCURRENCE DAMAGE TO RENTED PREMISES MEDICAL EXPENSE (any one person) PERSONAL/ADV INJURY GENERAL AGGREGATE PRODUCTS – COMP/OP AGG Participant Legal Liability	\$1,000,000 \$25,000 none or any amount any amount \$2,000,000 \$1,000,000 \$1,000,000
	AUTOMOBILE LIABILITY ___ ANY AUTO ___ ALL OWNED AUTOS ___ SCHEDULES AUTOS ___ HIRED AUTOS ___ NON-OWNED AUTOS	Policy	Date	Date	COMBINED SINGLE LIMIT BODILY INJURY (per person) BODILY INJURY (per accident) PROPERTY DAMAGE	
	PROFESSIONAL LIABILITY ___ OCCUR ___ CLAIMS MADE ___ RETRO DATE	Policy Number	Date	Date	EACH CLAIM AGGREGATE	
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY	Policy Number	Date	Date	STATUTORY LIMITS EL EACH ACCIDENT EL DISEASE – EMPLOYEE EL DISEASE - POLICY LIMIT	
	EXCESS LIABILITY ___ OCCUR ___ CLAIMS MADE ___ DEDUCTIBLE ___ RETENTION \$	Policy Number	Date	Date	EACH OCCURRENCE AGGREGATE	
	OTHER	Policy Number	Date	Date	LIMIT LOSS OF USE LIMIT INCREASED COST LIMIT SITE LIMIT DEDUCTIBLE	
DESCRIPTION OF OPERATION, OCCASIONS, EVENTS, SERVICES, ITEMS 1. League: (Producer must indicate name of league covered under the policy.) 2. Sporting Event: (Producer must indicate name of the sporting event covered under the policy.) 3. Certificate Holder below is named as additional insured per attached CG 20 26 07 04 or equivalent.						
CERTIFICATE HOLDER City of Las Vegas Its Elected Officials, Agents, Employees and Volunteers c/o Municipal Sports Unit 495 S. Main Street Las Vegas, NV 89101				CANCELLATION Standard language accepted. AUTHORIZED REPRESENTATIVE Signature required.		



ENDORSEMENTS PAGE SAMPLES

Please submit your 2 Endorsement pages with the following requirements:

Additional Insured Endorsement Page Sample

1
Policy number must be listed on document and match Certificate of Insurance.

2
Insured's Name must be listed on document and match Certificate of Insurance.

3
Name of Person or Organization: City of Las Vegas, 495 South Main Street, Las Vegas NV 89101 and its elected officials, agents, employees and volunteers.

4
Policy number must be listed on document and match Certificate of Insurance.

5
Policy changes must be effective during the length of the sporting event or be current during the allocation season.

6
Insured's Name must be listed on the document and match Certificate of Insurance

7
The language must show PARTICIPANT LEGAL LIABILITY or PARTICIPANT LIABILITY, which is normally excluded from a policy has been added back in to the coverage. **In case of a blanket endorsement, producer must submit Declarations and Forms page of the policy in addition to blanket endorsement page.**

POLICY NUMBER: XXXXXXXXXXXX **1** COMMERCIAL GENERAL LIABILITY

INSURED: XXXXXX XXXXXXXXXXXX XXXXXX **2**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization: City of Las Vegas, 495 South Main Street, Las Vegas NV 89101 and its elected officials, agents, employees and volunteers. **3**

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

***NOTE:** If your insurance company will not issue an endorsement due to the way the policy is written, the complete policy, showing the policy number matching the Certificate of Insurance must be submitted to the City of Las Vegas Risk Management Office for review.

Any questions can be directed to Risk Management (702) 229-5048

Participant Legal Liability Endorsement Page Sample

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

POLICY CHANGES

This endorsement forms a part of the policy numbered below:

Policy Number XXXXXXXXXXXXXXXX 4	Policy Changes Effective 01-01-2014 5	Company Name of Insurance Company
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Name Insured **6**
Must be identical to the Entity name listed on the field use reservation application, permit and any required permits or licenses.

Changes **7**

With respect to coverage by the endorsement, the provisions of form CG0001, Commercial General Liability coverage Form, apply unless modified by the endorsement.

A. PARTICIPANT LIABILITY
PARTICIPANT LIABILITY LIMIT: \$2,000,000 each "occurrence"
The following provisions are added under coverage a with respect to "bodily injury" to a "participant" while practicing or participating in any contest or exhibition of sport activity.

- Limits of Insurance
- The PARTICIPANT LIABILITY LIMIT shown above is the most we will pay for each claim or "suit" arising out of one "occurrence". The PARTICIPANT LIABILITY LIMIT is part of and not in addition to the limits shown in the Declarations for Each Occurrence.
- Additional Definitions
The following addition definitions apply:
 - "Participant" means any person while practicing for or participating in any contest or exhibition of amateur sport activity, including any person permitted to enter any "restricted area" of competition while occupied by competitors.
 - "Restricted are" means any area where access to the general public is prohibited.