

## **INSURANCE REQUIREMENTS PRESENT THIS TO YOUR INSURANCE AGENT**

The leasing or sponsoring organization must provide the City with a copy of liability insurance. Liability insurance required is \$25,000.00 for property loss per claimant arising out of a single act, accident or occurrence, \$1,000,000.00 (1 million) aggregate for any number of claims arising out of a single accident or occurrence and \$125,000.00 per claim per claimant for any other loss arising out of a single act, accident or occurrence.

The period of coverage must include move-in and move-out days (where applicable), as well as the actual event period as set forth in your contract.

The lessee must be named on the insurance policy and also the following should be shown on the policy the City of Stillwater, Stillwater City Council, and all employees of the City of Stillwater.

**Certificates showing compliance with these requirements should be received in the Stillwater Community Center office a minimum of 48 hours prior to your event.**

Please deliver to: Stillwater Community Center  
315 W. 8th  
Stillwater, OK 74074

Office: 405.533.8433

Fax: 405.533.8022