City of Woodland

PARKS & RECREATION

2001 East Street, Woodland, CA 95776
Phone: 530.661.2000
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Policy and Procedures

Field Use & Scheduling for user groups

Revised January 2011

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League Definition

In order to be recognized by the City of Woodland as a League, all the following must apply

- Youth Organizations only
- Recognized as a League
- 51% of players must be residents
- Leagues only have inter league play *(play only other players of their league)*
- Rosters are to include all players playing on City of Woodland Fields
- No travel outside of Woodland for games
- All games are scheduled on Woodland Fields
- Non-profit 501c3 on file with Parks & Recreation
- Board of Directors
- Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of $1,000,000.00
- Pay player fees
- Pay for light use and maintenance at League rate

Club Definition

If all of the League items does not apply, the City of Woodland may recognize the group as a Club, all requirements below must be met to be considered a recognized Club

- Not recognized as a League
- 51% of players on Woodland Fields live outside the City of Woodland city limits.
- Travel outside of Woodland to games.
- Rosters only include local Club players
- Not all games played on Woodland Fields
- Schedules *(official printed schedules only)*
- Non-profit 501c3 on file with Parks & Recreation
- Board of Directors
- Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of $1,000,000.00.

Clubs pay for game field use as rental, rosters required, schedule required, light and maintenance fees apply to all light use, practice is billed at the League rate (player fees), allowed two weeks before the Scheduled Season's Games begin and only two days a week per Club.

Practice ends when the scheduled games end.

Practice after Scheduled season begins, will be two nights a week, additional practice days will be at the $15 per hour rate. Play dates with teams not from Woodland will be at the Game Rental rate.

Practices not attached to a schedule of games, such as practice before tournaments will be charged at the rental rate of $15 per hour.

Senior Softball is a historic recognized Club.

Historic Users

Historic use will be honored whenever possible. Leagues are to coordinate use with each other when there are multiple users on a field. Parks & Recreation will only get involved when the groups can not come to a universal agreement with each other.

All decisions made by the Representative of the Parks & Recreation Department are FINAL.

Woodland Little League-Two Seasons

- Camarena Field-Home Field
- Camarena Field II (Pedroia Field)-Home Field
- Buchignani Field-Monday-Saturday

Woodland Girls Fastpitch-Two Seasons

- Klenhard Field I-Home Field
- Harris-Wednesday Evenings

Cal Ripken-Two Seasons

- Klenhard Field II-Home Field
- Harris Field-Monday-Saturday

Woodland Senior Softball

- Woodland Sports Park Field C-Home Field-Thursday Morning
- Woodland Sports Park Field D-Home Field-Tuesday Evening

Woodland High School-One Season

- Clark Field-Home Field (groups arrange sharing)
- Monday-Friday
- Practice: 3-5 p.m.
- Games: 2-5:30 p.m.

Babe Ruth-Two Seasons

- Clark Field-Home Field (groups arrange sharing)
- Monday-Friday (After High School)
- Saturday-10 a.m.-4 p.m.

American Legion-One Season

- Clark Field-Home Field (groups arrange sharing)
- May-July
- Weekdays share with Babe Ruth
- Saturday-4-10 p.m.

Roy Hobbs-One Season

- Lee Field-Home Field (contract with WJUSD expires in 2018)
- Clark Field for Labor Day Tournament

Woodland Soccer Club-Two Seasons

- Woodland Sports Park Field E (soccer only field)
- Woodland Healthcare Field

Y.M.C.A.-Two Soccer Seasons

- Southland
- Klenhard Soccer Field (Girls Fastpitch uses in Spring for T-Ball)
- Christiansen
- Harris

Woodland Little League reimburses the City for the lease of Buchignani Field from the Fairgrounds. No other league will be scheduled for Buchignani Field.

- They may not sublease the facility or charge another group for use of the field
- No other league will be scheduled for Buchignani Field
- All standard league requirements apply to Buchignani Field
- Rental at the full rental rate apply
- Any rental income from Buchignani Field could apply to the annual fee

Note: Starting January 2011, Dave Douglass Park will no longer be used for organized sports of any kind. Permits for practices and/or games will no longer be issued.

Field Rules

All Athletic Fields, Parks and Woodland Sports Park

Facility (park)

- All Tobacco Products Prohibited
- Alcoholic Beverages Prohibited
- No Chewing Gum
- No Spitting
- No Glass Bottles
- No Bicycles, Skates, Skateboards, In-Line Skates or Scooters
- Field Use by Permit only

On Fields

- No Eating Shelled Nuts/Sunflower Seeds, Peanuts etc.
- No Glass Bottles
- No Soft Drinks or Sports Drinks (Water only)
- No Spitting
- No Cleats (Sports Park Fields only)
- No Pets
- No Vehicles
- No Bicycles, Skates, Skateboards, In-Line Skates or Scooters
- Tobacco Products Prohibited
- Alcoholic Beverages Prohibited
- No Chewing Gum

Spilled soft or sports drinks, shelled nuts invite ants and other nuisance into the facility; please make sure these items are disposed of appropriately and kept off the playing fields.

Practice Permits Leagues

Before Practice Permits are issued (for each season)

- Security Deposit paid *(equal to one half of last year's total fees paid to City of Woodland)*
- Field Reservation Form filled out and approved by Parks & Recreation Department Representative
- Current Board of Directors Listing *(send updates to Parks & Recreation yearly or whenever Board members change)*
- Contact information for person responsible for payments/reservations *(one person only)*
- Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of $1,000,000.00
- Minimum of 3 business days to process
- It is the responsibility of the group to return any reserved fields that they no longer need to the Parks & Recreation Department
- If a field is reserved and not used the group will be charged for that field at the current full rental rate.
- No subleasing or charging a third party for the use of reserved fields
- Parks & Recreation are the only ones allowed to process reservations for fields
- Change to permits
    - First change fee will be waived
    - Second change $20
    - Fees not charged for inclement weather changes
    - No more that three changes allowed per season
- No practice permits issued for Woodland Sports Park fields – these are priority for games

No one is allowed to use facilities/fields until they have an approved permit.

Practice permits end when the game permit starts.

Practice Permits Clubs

Before Practice Permits are issued (for each season)

- Security Deposit paid *(equal to one half of last year's total fees paid to City of Woodland)*
- Field Reservation Form filled out and approved by Parks & Recreation Department Representative
- Current Board of Directors Listing *(send updates to Parks & Recreation yearly or whenever Board members change)*
- Contact information for person responsible for payments/reservations *(one person only)*
- Insurance Certificate with endorsement naming the City of Woodland as additionally insured for a minimum of $1,000,000.00
- Minimum of 3 business days to process
- All game field rental fees paid in full
- It is the responsibility of the group to return any reserved fields that they no longer need to the Parks & Recreation Department
- If a field is reserved and not used the group will be charged for that field at the current full rental rate
- Credit will be applied for all returned field reservations
- No subleasing or charging a third party for the use of reserved fields
- Parks & Recreation are the only ones allowed to process reservations for fields
- Change to permits
    - First change fee will be waived
    - Second change $20
    - Fees not charged for inclement weather changes
    - No more that three changes allowed per season

No one is allowed to use facilities/fields until they have an approved permit.

Practice permits end when the Official Scheduled game permit starts.

Game Permits Leagues

Before Field Game Permits will be issued each Season

- Game Permits will not be issued until all of the requirements for Practice Permits are met
- Field Reservation Form filled out and approved by Parks & Recreation Department Representative
- Schedules *(official printed schedules only)*
- Minimum of 3 business days to process
- It is the responsibility of the group to return any reserved fields that they no longer need to the Parks & Recreation Department
- If a field is reserved and not used the group will be charged for that field at the current full rental rate
- No subleasing or charging other for the use of reserved fields
- Parks & Recreation are the only ones allowed to process reservations for fields
- Change to permits
    - First change fee will be waived
    - Second change $20
    - Fees not charged for inclement weather changes
    - No more than three changes allowed per season

Before End of Season

- Player Roster broken down by team including physical address for all players playing on City of Woodland Fields. The documents you send to your insurance company for coverage of your player, will work as your rosters.

No one is allowed to use facilities/fields until they have an approved permit.

Game Permits Clubs

Before Field Game Permits will be issued each Season

- Game Permits will not be issued until all of the requirements for Practice Permits are met
- All Adult Organizations
- Field Reservation Form filled out and approved by Parks & Recreation Department Representative
- Schedules *(official printed schedules only)*
- Minimum of 3 business days to process
- It is the responsibility of the group to return any reserved fields that they no longer need to the Parks & Recreation Department
- If a field is reserved and not used the group will be charged for that field at the current full rental rate
- Credit will be applied for all returned field reservations
- No subleasing or charging other for the use of reserved fields
- Parks & Recreation are the only ones allowed to process reservations for fields
- Change to permits
    - First change fee will be waived
    - Second change $20
    - Fees not charged for inclement weather changes
    - No more than three changes allowed per season

When Game Permit Is Issued

- All fees for field rentals must be paid in full.

End of Season

- Light use report will be generated and the billing process will start.

No one is allowed to use facilities/fields until they have an approved permit.

Field Allocation Meetings

Attendance is required by all historic users

Spring Sports Meeting January/February

1. Baseball Spring Season field allocation
2. Soccer Spring Season field allocation
3. Any special field use for Fall Season

Clark Field Meeting January/February

1. Woodland High School
2. Woodland Babe Ruth
3. American Legion

Fall Sports Meeting July/August

1. Soccer Fall Season field allocation
2. Baseball Fall Season field allocation
3. Any special field use for Spring Season

Numbers represent priority of field requests.

If a historic user chooses not to attend a field allocation meeting, the Parks & Recreation Department cannot guarantee that their required use will be available.

Resident vs. Non-resident

Resident:

- Residency is determined by living within the City of Woodland city limits.

Non-Resident:

- Anyone outside of the City of Woodland city limits (P.O. Box considered Non-Resident).

League Fees

Fees

Light Maintenance fee	$ 8.00 per hour
Buchignani Light Usage fee	$ 6.00 per hour
Camarena Light Usage fee	$ 6.00 per hour
Clark Field Light Usage fee	$22.00 per hour
Klenhard Field 1 & 2 Light Usage fee	$10.00 per hour
Lee Middle School Light Usage fee	$24.00 per hour
Harris Field Light Usage fee	$10.00 per hour
Woodland Sports Park Fields	$10.00 per hour
Field Rental Rate *(any non-league field use)*	$30.00 per hour
Woodland Sports Park *(not reservable for Practices)*	$30.00 per hour
Key Deposit	$10.00 per key
Password or Permit Change	$10.00 first change
Each additional Password or Permit change	$20.00 each additional change
Field Prep *(tournament/not during season weekday)*	$126.00
Field Prep *(tournament/not during season weekend)*	$196.00

Player Fees	2010	2011	2012	
Adult Residents	$28.00	$29.00	$30.00	*per player*
Youth Residents	$8.00	$9.00	$10.00	*per player*
Non-residents	$17.00	$18.00	$19.00	*per player*

Explanation of Fees

- Fee schedule reads <u>all</u> players are charged the $8.00 player fee and non-resident players are charged an additional $17.00 non-resident fee.
- Player fees increase by $1 annually (fiscal year)
- Fees are subject to change/adjustment due to increased costs to P&R Department.
- Rosters need to include physical address *(County Roads and P.O. Box are Non-residents)*.
- Everyone who uses lights are charged both the light usage fee and the light maintenance fee
- WSP Light use will go up $1 per year in order to get closer to the actual cost of the lights.

Club Fees

Fees

- Field Rental Rate Games *(official game schedule required)* $30.00 per hour
- Field Rental Rate Practices *(Woodland Clubs Only)* $15.00 per hour
- Light Maintenance Fee $ 8.00 per hour
- Buchignani Light Usage Fee $ 6.00 per hour
- Camarena Light Usage Fee $ 6.00 per hour
- Clark Field Light Usage Fee $22.00 per hour
- Klenhard Field 1 & 2 Light Usage Fee $10.00 per hour
- Lee Middle School Light Usage Fee $24.00 per hour
- Harris Field Light Usage Fee $10.00 per hour
- Woodland Sports Park Light Usage Fee $10.00 per hour
- Key Deposit $10.00 per key
- Password or Permit change $10.00 first change
- Each additional password or permit change $20.00
- Field Prep *(tournament/not during season weekday)* $126.00 per prep
- Field Prep *(tournament/not during season weekend)* $196.00 per prep

Player Fees	2010	2011	2012	
Adult Residents	$28.00	$29.00	$30.00	*per player*
Youth Residents	$8.00	$9.00	$10.00	*per player*
Non-residents	$17.00	$18.00	$19.00	*per NR*

Woodland Clubs Only

All fees for rentals must be paid for at the time of booking.

Practices will be at the League Rate (tied to a game schedule).

Rosters to be turned in no later than 2 weeks before the end of scheduled games. Rosters must include name of player and full physical address.

Rosters turned in without addresses will be billed as if all players are non-residents.

All Clubs will be given 2 nights of practice a week at the League Rate.

Additional practice dates will be at $15 per hour; this includes the practice before tournament play and any practice time not attached to a game schedule.

Please note that practices are only for Woodland Teams hence the league rate. "Play Dates" will be charged at the game rental rate of $30 per hour.

Senior Softball receives City Council approved discount of 50% of field rental fees. They pay full rate for lights & maintenance.

Youth Clubs will receive the same discount of 50% off field rental fees for Practices and pay full rate for lights and maintenance. Games field rentals are charged at the full rental rate.

Adult Clubs pay full rental rate for all club play. They pay full rate for lights & maintenance.

Non-Resident Clubs pay full rental rate and do not qualify for League rental rates or discounts.

Explanation of Fees

- Fee schedule reads all players are charged the $8.00 player fee and non-resident players are charged an additional $17.00 non-resident fee.
- Player fees increase by $1 annually (fiscal year)
- Fees are subject to change/adjustment due to increased costs to P&R Department.
- Everyone who uses lights charged both the light usage fee and the light maintenance fee.
- WSP Light use will go up $1 per year in order to get closer to the actual cost of the lights.

League Billing

Payment process for Leagues (December Only)

- Rosters are counted and fees applied according to the Comprehensive Fee Schedule.
- All rosters must include name of player and full physical addresses.
- Any roster turned in without the physical addresses will be bill as if all players were non-residents.
- Meter Reading reports are generated and fees applied.
- Field Preps or any additional fees for services received.
- Tournament/non league field use Fees.
- Security Deposits credited
- Balance due or a credit owed is determined.
- Bill generated and sent to leagues.
- Payment is due within 30 days of date of generated bill.
- It could be possible, when a season is smaller than usual for a league to have a credit at the start of their next season.
- If there is a credit, the Security deposit will be adjusted accordingly for the next season.
- If payment is not received in full within 30 days, the bill will be put into the City's Collection process.

Late Fees: The Parks & Recreation Department, at its discretion, charges late fees up to 50% of the original fee.

Club Billing

Payment process for Clubs

- Rosters are counted and fees applied according to the Comprehensive Fee Schedule.
- All rosters must include name of player and full physical addresses.
- Any roster turned in without the physical addresses will be bill as if all players were non-residents.
- Meter Reading reports are generated and fees applied.
- Field Preps or any additional fees for services received.
- Tournament/non club field use Fees.
- Security Deposits credited
- Balance due or a credit owed is determined.
- Bill generated and sent to clubs.
- Payment is due within 30 days of date of generated bill.
- It could be possible, when light use is smaller than usual for a club to have a credit at the start of their next season.
- If there is a credit, the Security deposit will be adjusted accordingly for the next season.
- If payment is not received in full within 30 days, the bill will be put into the City's Collection process.

Late Fees: The Parks & Recreation Department, at its discretion, charges late fees up to 50% of the original fee.

Season

- Each season is defined by the game schedule
- Practice may begin no earlier than two weeks before the first scheduled game
- Practice permit ends at the first permitted game
- Season and permits ends on the same day, the last scheduled game
- Season includes one play off tournament at the end of the season
- Tournament schedule is required in order to extend the permit to cover tournament dates
- All-Stars and Regional tournaments pay Tournament Fees and are not included in “Season”
- If a season does not have a play off tournament, that tournament date can not be “saved” and used in another season.
- Season shall not be longer than double the teams (per each division) in weeks. Example: Number of Teams X 2 = Number of weeks of season

Priority of Use

1) Parks & Recreation Department programs and City of Woodland activities.

2) Regional & National Tournaments who bring economic stimulus to the City of Woodland. *(Leagues will be given a minimum of four months notice if their historical or priority use will be superseded, unless granted special permission by the Recreation Manager.)*

3) Non-Profit Resident Youth Teams/Leagues *(50% of members must be City of Woodland residents)*. Non fundraising activities only. The Woodland Joint Unified School District would be included in this category.

4) Non-Profit Resident Adult groups (*over 50% of members must be City of Woodland residents)* or Non-Profit Resident Youth groups conducting fundraising events.

5) Private Resident Individuals or Groups.

6) Resident Commercial for sports/social functions.

7) Non-Profit Non-Resident Youth Teams/Leagues *(less than 50% of members are City of Woodland residents)*. Non-Fundraising activities only. Other school district would be included in this category.

8) Non-Profit, Non-Resident Adult groups *(less than 50% of members are City of Woodland residents)* or Non-Profit Non-Resident Youth groups conducting fundraising events.

9) Non-Resident, Non-Profit Individuals or Groups.

10) Non-Resident Commercial for sports/social functions

Concession Stands

All concession stands require a contract with the City of Woodland

- Rent $1 annually
- Utilities $780.00 annually (actual costs to the City)
- Groups pay their own telephone costs
- If more than one group shows an interest in running the concession stand where their games are scheduled, each group could have the concession stand on alternate years *(example: Woodland Little League and Woodland Cal Ripken shared the concession stand a Buchignani Field)*
- Groups offered contract for concession stand
    - Woodland Babe Ruth: Clark Field
    - Woodland Cal Ripken: Klenhard Field
    - Woodland Little League: Camarena Field, Buchignani Field

When a group refuses to lease their offered concession stand and pay the fees, another group will be asked if they would like the option to run that concession stand.

Note: Woodland Little League pays for the exclusive use of Buchignani Field but this does not include the Concession Stand nor cover the utility cost for the concession stand.

Rain-outs

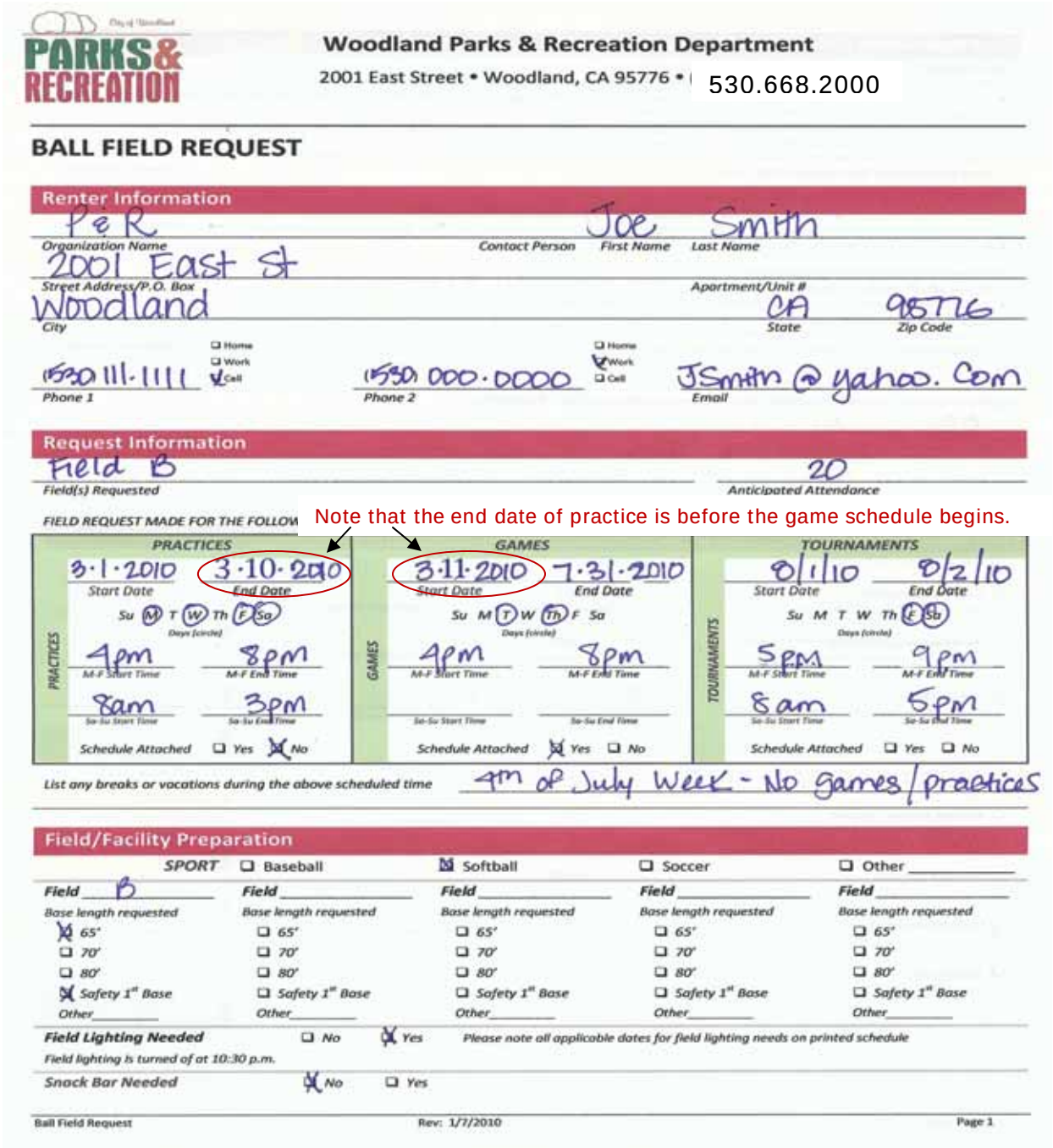
There are many factors that go into Parks & Recreation closing a field.

- Water
- Drainage
- Weather forecast
- Safety

A field may look dry but still have safety issues. Please remember staffs are professionals and do the best they can to get all fields up and ready for games/practice. In most cases they have been working on the fields for 6 to 7 hours before they call a field closed.

- We need every scheduled game to be played.
- Rainouts cause us as many problems for rescheduling as they do you.
- Work together with the other leagues that you share fields with in rescheduling your make-up games.
- Each field is different; they all do not dry out or drain at the same rate. So there will be times when one field is playable but the other fields are closed.
- If any group plays on a field that we have closed, that group will be billed for hours spent to get that field back up to playing standards.
- If we call a field closed at 2 or 3 p.m. and it doesn't rain for the rest of the day "THE FIELDS ARE STILL CLOSED!"
- There have and will be times when we let the umpires call the game.
- Do not call and ask clerical staff why one group can play and another can't. They do not make the decisions nor can they change a decision already made.
- Park Supervisors in charge of athletic fields
    - Eric Dexter is in charge of all Athletic Fields. He can be reached at 661.5905.
    - Jeff Sissom is in charge of Klenhard Fields. He can be reached at 661.5896.
- For rainout information call Monday-Friday before 3 p.m.
    - Eric Dexter 661.5905 or
    - Jeff Sissom 661.5896

Forms



PARKS & RECREATION

Woodland Parks & Recreation Department

2001 East Street • Woodland, CA 95776 • 530.668.2000

BALL FIELD REQUEST

Renter Information

Organization Name: P & R

Contact Person: First Name: Joe Last Name: Smith

Street Address/P.O. Box: 2001 East St

Apartment/Unit #:

City: Woodland State: CA Zip Code: 95776

Phone 1: (530) 111-1111 ☐ Home ☐ Work ☑ Cell

Phone 2: (530) 000-0000 ☐ Home ☑ Work ☐ Cell

Email: JSmith@yahoo.com

Request Information

Field(s) Requested: Field B

Anticipated Attendance: 20

FIELD REQUEST MADE FOR THE FOLLOW

Note that the end date of practice is before the game schedule begins.

	PRACTICES	GAMES	TOURNAMENTS
Start Date	3·1·2010	3·11·2010	8/1/10
End Date	3·10·2010	7·31·2010	8/2/10
Days (circle)	Su (M) T (W) Th (F) (Sa)	Su M (T) W (Th) F Sa	Su M T W Th (F) (Sa)
M-F Start Time	4pm	4pm	5pm
M-F End Time	8pm	8pm	9pm
Sa-Su Start Time	8am		8am
Sa-Su End Time	3pm		5pm
Schedule Attached	☐ Yes ☒ No	☒ Yes ☐ No	☐ Yes ☐ No

List any breaks or vacations during the above scheduled time: 4th of July Week - No games/practices

Field/Facility Preparation

SPORT ☐ Baseball ☒ Softball ☐ Soccer ☐ Other _____

	Field: B	Field:	Field:	Field:	Field:
Base length requested	☒ 65'	☐ 65'	☐ 65'	☐ 65'	☐ 65'
	☐ 70'	☐ 70'	☐ 70'	☐ 70'	☐ 70'
	☐ 80'	☐ 80'	☐ 80'	☐ 80'	☐ 80'
	☒ Safety 1st Base	☐ Safety 1st Base	☐ Safety 1st Base	☐ Safety 1st Base	☐ Safety 1st Base
	Other_____	Other_____	Other_____	Other_____	Other_____

Field Lighting Needed ☐ No ☒ Yes Please note all applicable dates for field lighting needs on printed schedule

Field lighting is turned of at 10:30 p.m.

Snack Bar Needed ☒ No ☐ Yes

Ball Field Request Rev: 1/7/2010 Page 1

The form above is an example of how to fill out the field request forms. Only put more than one request on one form if there is only one field involved and all requirements are the same. Otherwise fill out a separate request for each field.

Insurance Certificate

BAGECIT-01 ARJA

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/7/2009

PRODUCER (530) 668-2777
Armstrong & Associates Insurance Services
License # 0B50501
P.O. Box 1270
Woodland, CA 95776-1270

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
Company/ Organization Name
Address

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: National Fire Insurance Co. of Hartford	
INSURER B: Tower Select Insurance Company	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

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 THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADDL INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	X	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC	2097674463	4/4/2009	4/4/2010	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 300,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
A	X	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS	2097674463	4/4/2009	4/4/2010	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT OTHER THAN AUTO ONLY: EA ACC AGG	$ $ $
		EXCESS/UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $				EACH OCCURRENCE AGGREGATE	$ $ $ $ $
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	TSIWD7084256400	12/17/2008	12/17/2009	X WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Certificate holder is named as additional insured per the attached endorsement

CERTIFICATE HOLDER
City of Woodland
Parks & Recreation Department
2001 East Street
Woodland, CA 95776-

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE Martin Armstrong

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Endorsement

POLICY NUMBER: 2097674463 COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED—OWNERS, LESSEES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City of Woodland
Parts & Recreation Department

(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 but only with respect to their liability arising out of "your work" for that insured by or for you.

It is further agreed that such insurance as is afforded by the policy for the benefit of the additional insureds shall be primary insurance, but only as respects any claims, loss or liability arising out of the Named insured's operations and any insurance maintained by the additional insured shall be non-contributing.

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The City needs an Accord Form showing an additional insured endorsement adding the City of Woodland to your policy, in the amount of at least $1,000,000. This is different than a Certificate of Liability Insurance, which merely shows that you have an insurance policy. This is important in order to protect your organization and the City against any possible future litigation.