



Dear Customer,

Thank you for choosing the Fullerton Public Library!

Fullerton Public Library event spaces are used to provide educational, inspirational, and cultural activities that are a part of, or in compliment to, our Library services. In addition, event spaces may be used by community groups, nonprofits, and educational groups.

Whether you are requesting the use of our rooms for your private event or a public library program, please refer to this packet for all room reservations and liability insurance requirements.

Please complete the following documents and return them to the Fullerton Public Library Room Reservations Team:

- Signed Acknowledgement of Room Reservation Terms and Conditions and Insurance Requirements (this document packet)*
- Signed Fee Agreement*
 - Payment in full of: _____ (*not including deposit*)
Due upon booking (but no later than 7 days prior to event)
 - Deposit of: _____
Due a minimum of 7 days prior to event
- Completed Site Visit*
Please contact Eileen Alcott to arrange a time, at (714) 738-3145
- Completed Meeting Room Diagram*
- Provided Certificate of Liability Insurance (if applicable, see specifications below)*
Due a minimum of 14 days prior to event

Provided for your reference:

- Library Fee Schedule
(available online <https://fullertonlibrary.org/meeting-room-fees>)

We look forward to serving you. Please contact (714) 738-6388 with any questions.

Respectfully,

Room Reservation Team
Fullerton Public Library
(714) 738-6388

Room Reservation Terms and Conditions and Insurance Requirements
Reviewed and approved by the City Manager on 1/26/2026



Acknowledgement of Room Reservation Terms and Conditions and Insurance Requirements

This is to confirm that I, the undersigned, have received copies, either physically or by digital delivery (e-mail), of the following documents. I understand and acknowledge that by signing this document, I accept and agree to abide by the terms and conditions as detailed within the Room Reservation Terms and Conditions and Insurance Requirements.

- Room Reservation Terms and Conditions
- Insurance Requirements

I hereby certify that I have read and will abide by all Library's Code of Conduct, Room Reservation Terms and Conditions, and the rules and regulations of the City of Fullerton. As a duly authorized representative of the organization or individual reserving the room, and on behalf of said organization or individual, I agree to defend and to hold harmless the City of Fullerton, together with its officers and employees against any and all liability or claim thereof, for any injury, death, or property damage allegedly suffered by any person including third-party vendors, subcontractors, sponsoring organization or individual, its agents or employees, due to or caused by, or arising out of the acts or omissions of third-party vendors, subcontractors, sponsoring organization or individual, its agents or employees, or the negligent acts or omissions of the City of Fullerton, its officers or employees, and occurring during and as a result of the exercise of the privileges, and the permission hereby being granted for the use of City facilities and applicable equipment to the organization or individual, its agents and employees. I hereby give permission to the City of Fullerton Library to take photographs and to use me or my guests' photographs as they see fit in their seasonal recreational brochure. I understand the photograph belongs to the City of Fullerton, and I/we will not receive payment of any kind. I understand that any violations of the City's Code of Conduct or Room Reservation Terms and Conditions nullify this agreement.

Printed Name of Renter

Signature of Renter

Date

Organization Name (if applicable)

ROOM RESERVATION TERMS AND CONDITIONS

The following reservation rules and conditions are provided to assist you in planning your event at the Fullerton Public Library. Please read the room reservation terms and conditions carefully and sign in the appropriate space. By signing this document, you, the undersigned, agree to comply with all terms and conditions. It is essential for you to ensure that your contracted vendors, volunteers, and invitees are made aware of and abide by these terms and conditions. The undersigned will be financially responsible for ensuring that the contracted vendors, volunteers, and invitees follow these guidelines. If there are any questions, please contact the Room Reservation Team at (714) 738-6388.

1. Rental fees are charged according to the fee breakdown set forth in the resolution approved by the Fullerton City Council. The Fullerton Public Library can accept cash, credit/debit cards, and **checks made payable to the Fullerton Public Library** as forms of payment.
2. Renter shall be financially responsible for personal injury or property damage arising from the use of the Library. As the undersigned host of the event, you agree that you assume full responsibility for the conduct of your guests and any damages, costs, or liabilities that result from your guests' conduct. If there is damage to the Library or equipment during the time rented, the user will be liable for any costs incurred associated with its repair or replacement beyond the collected deposit.
3. To reserve a facility, the applicant must submit a room reservation form and/or contact the Fullerton Public Library Room Reservation Team. In order to officially hold a date, the applicant must pay their balance in full and sign their Acknowledgement of Room Reservation Terms and Conditions and Insurance Requirements. Refundable damage deposits and all other rental fees and signed documents are due seven (7) days prior to the event. Failure to pay in full will result in the cancellation of the reservation.
4. Insurance – The renter is required to provide, at their own expense, a valid and current certificate of liability insurance and evidence of liquor liability coverage, if applicable. The City of Fullerton must be listed as additionally insured. Additional information is outlined below in section V.
5. The renter shall provide the Fullerton Public Library Room Reservation Team with a single contact who is to serve as the day of contact/representative for the permit holder's activities. The representative must always be present during the use of the room, including set-up, during event/activities, and clean-up, unless library staff are present.
6. Renter must confine their event to the specified time and room location. Events exceeding the agreed-upon rental period will be assessed a fee equal to staff cost plus 100% of the hourly rental rate. The rental time frame must be abided by to **include set-up and tear down within paid time frame**. Personal items

such as décor, linens, etc. cannot be brought in prior to the rental time frame nor left after the rental time frame. Any exceptions to this rule must be approved by the Room Reservation Team prior to the day of the event.

7. The **facility must be cleaned** and returned to the condition found at the beginning of usage. Renters are not permitted to use nails, hooks, tacks, screws, poles, stakes, or other forms of fasteners into any part of the facility. The only tape allowed on the walls is painter's tape. If the renter fails to return the facility to the condition found at the beginning of usage, the actual cost of cleaning will be deducted from the facility damage deposit. If the cost exceeds the damage deposit amount, the balance of the cost will be billed to the user.
8. **No smoking** is allowed inside the Library or within 25 feet of the building. It is the renter's responsibility to enforce this rule. Failure to comply will result in forfeiture of the damage deposit.
9. Security Services – The City reserves the right to require security guard services at any activity, including but not limited to events serving alcohol, held in the facility and adjoining Library property. Security services will be arranged for by the City at the renter's expense. Information regarding charges for security guard services will be provided at the time of facility booking.
10. Facility use permits may be revoked due to any violation of regulations. Permits shall not be transferred, assigned, or sublet.
11. Reservations may be revoked whenever the use of the facility may interfere with any emergency requirements of the City, such as urgent maintenance or construction required to meet public health and safety standards or when a facility is needed for any emergency or disaster-related purpose declared by the City.
12. Renter waives any rights of recovery against the City of Fullerton, its elected or appointed officials, officers, employees, and volunteers for fires, floods, earthquakes, civil disturbances, epidemics, quarantine, any other public health restrictions, and other causes beyond the City's control. Renter shall not charge results of "acts of God" to the City of Fullerton, its elected or appointed officials, officers, employees, and volunteers. In the event that any of the above events happen, you may have the option of receiving a full refund of your deposit or rescheduling your event on the first available date that is mutually convenient.
13. **Candles and all other open flames are not permitted** unless specifically allowed by the Library Director with advance written permission. Any usage of candles or open flames requires a Fire Permit issued by the Fullerton Fire Department.
14. **Moving the Library pianos is not permitted.** It is the renter's responsibility to enforce this rule. Failure to comply will result in forfeiture of the damage deposit.

Additionally, playing of Library pianos is not permitted unless previously arranged with the Fullerton Public Library Room Reservation Team.

15. Renting library facilities does not grant approval to advertise the event as being sponsored or hosted by the Library. Any promotional materials or advertisements that imply or explicitly state Library sponsorship may result in event cancellation or other measures as determined by Library management.

The Library does not endorse external organizations or programs using its facilities for events or livestreams. All organizations and facility users hosting events, programs, or livestreams in the Library's facilities must comply with the Library's Code of Conduct and Policies. Livestreams must be broadcast on the organization's or program's own accounts, not on the Library's or City's official platforms.

The following statement must be included on all event publications: This event is not sponsored or endorsed by the City of Fullerton/Fullerton Public Library.

I. Cancellation Policy

- A. Renters wishing to cancel a reservation must do so in writing, via email, or through a cancellation link provided to the renter by the Library at least seven (7) days prior to the rental date.
- B. If a cancellation occurs within seven (7) days of the rental date, the renter agrees to pay the full amount of the meeting room setup fee.

II. Use of Amplified Music Policy

The City of Fullerton will allow amplified music only under controlled circumstances. The intended use of the Library does not include use as a dance hall. Amplified music is limited to wedding receptions, anniversary parties, community-based fund-raising events, and approved special events. The following rules will be strictly enforced:

- A. Music must be kept at a reasonable volume as determined by City staff.
- B. Failure to comply with any of the above rules will result in forfeiture of the deposit.

III. Use of Alcohol Policy

The City of Fullerton will allow the use of alcohol only under controlled circumstances. The use of alcohol is intended for private groups and individuals renting the facility.

The following regulations will be strictly enforced:

- A. Alcohol may be used only with advance written permission and must be requested when the facility use application is made and noted on the event rental permit.
- B. The service of alcohol is limited to a maximum of six (6) hours and must be served by an approved caterer or certified bartender.
- C. Service of alcohol strictly prohibits any glass bottles be served to guests at any event on Fullerton Public Library property.
- D. Security guards or sworn security officers are required, at the renter's expense, during the entire rental time whenever alcohol is sold or served and during clean up. The number of officers will be determined by event type, expected attendance, and other factors.
- E. Renter will be held responsible for any damages resulting from a function and shall incur all costs of damages to equipment or the facility. All costs will first be deducted from the refundable alcohol damage deposit and then billed to the renter beyond the costs of the collected deposit.
- F. Renter will remove all beverage containers, empty or full, from the premises immediately following the approved function. Failure to comply will result in forfeiture of the deposit. Alcohol shall not be left unattended in the facility at any time or left for public access.
- G. Renter is responsible for obtaining all necessary State of California beverage control licenses to allow the legal service and sale of alcoholic beverages. Under no circumstance is a person without a bartender certification allowed to serve alcoholic beverages.
- H. No alcohol shall be sold, served, or consumed at events designed for persons under 21 years of age or at youth-oriented events. The service of alcohol is restricted to intended guests.
- I. All alcoholic beverages are required to be sold, served, and consumed inside the reserved Library facility. Alcohol possession or consumption is prohibited in hallways, restrooms, parking lots, and surrounding City property.
- J. A current certificate of insurance is required with acceptable evidence of Liquor Liability coverage with a one million dollars (\$1,000,000) liability limit naming the City of Fullerton as additional insured is required at the Renter's expense.
- K. All events with alcohol on the property require a refundable damage deposit of \$225. Failure to comply with any of the above rules will result in forfeiture of the deposit.

IV. Kitchen Rental/Caterer Policy

The Library Conference Room is equipped with a small kitchen, including a sink, refrigerator, and prep space. The kitchen may be used only with advance written permission. Renter must use caterers that are properly licensed and insured.

- A. A current business license and certificate of insurance with acceptable evidence coverage with a one-million-dollar (\$1,000,000) liability limit naming the City of Fullerton as additional insured is required at the expense of the renter/caterer. A copy of this must be on file at the Library prior to using the facility.
- B. The Renter will be financially responsible if their caterer does not follow the rules and regulations outlined in this agreement.
- C. Homemade food of any kind is strictly prohibited at the Library. All events not using the kitchen facility will require receipts from the licensed caterer or restaurant providing the food, which indicates the food was prepared at an off-site commercial kitchen.
- D. No on-site cooking is allowed in the kitchen. On-site cooking is permitted only with Library permission and only in a designated parking spot or other area outside of the Library. The renter will be required to have a fire permit from the Fullerton Fire Department. If on-site cooking will not be taking place, all food must be cooked/prepared before arriving to the venue.
- E. All trash/waste must be placed in the proper trash receptacles. This includes the disposal of cooking oils, food waste, all trash and cleaning chemicals. The facility must be left in the condition it was given to the renter. It is the renter's/caterer's responsibility to bring in own cleaning supplies.
- F. Kitchen usage is limited to certain equipment and will be outlined during the event check-in process.
- G. All events serving food on the property require a refundable damage deposit as detailed in the Library Fee Schedule. Failure to comply with any of the above rules will result in forfeiture of the deposit.

V. Insurance and Security Requirements

- A. Appropriate insurance is required of facility users and must be in compliance with current requirements established by the City of Fullerton Risk Management Division.
- B. The requesting agency or person shall procure and maintain general liability insurance in a minimum amount of \$1,000,000 (one million dollars) per occurrence. Such insurance shall indemnify "The City of Fullerton its elected or appointed officials, officers, employees, and volunteers" against and will hold the same harmless from any and all actions, claims, damages to persons or property, penalties, obligations, or liabilities which may be asserted or claimed by any person, firm, entity, corporation, or other organization arising out of or in connection with the use of City facilities by said requesting agency or person, except those occurrences arising from the sole negligence or willful misconduct of the City of Fullerton, its officers, officials, agents, or employees. Primary and non-contributory insurance endorsements are required as well.
- C. Renter shall file certificates of such insurance with the City of Fullerton which shall be endorsed to provide seven (7) days' notice to the City of Fullerton of cancellation or any change of coverage or limits. If a copy of the insurance certificate is not on file prior to the event, the City of Fullerton may deny access to the Facility.
- D. Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter's use or occupancy of the City of Fullerton's facilities and adjoining property to the Library Director or his/her designee, in writing and as soon as practicable.
- E. If the Library Director or the Chief of Police consider it necessary, the assignment of one or more licensed or sworn security officers may be required. The cost of any security officers and/or the cost of the City providing other personnel necessary to the occurrence of the event shall be borne by the group or individual sponsoring the activity.
- F. The City employee in charge of any facility is authorized to enter any room at any time in the performance of his/her duties. In the use of any facility, individuals and groups shall be subject to the direction of the City employee in charge of the facility.

INSURANCE REQUIREMENTS

In consideration of granting you or your organization permission to use a City of Fullerton facility, the City requires that you carry general liability coverage in a minimum amount of \$1,000,000 per occurrence. *You may be able to obtain this coverage under your current liability policy or you may be required to purchase a separate policy for your event.

Library staff and/or Risk Management personnel within the City of Fullerton reserve the right to determine acceptability of programs and/or to specify insurance requirements.

All programming intended for children must be attended by a minimum of one library staff member at all times.

You must submit the following to the Fullerton Public Library along with your room reservation form:

- A certificate of insurance bearing an original signature of an authorized agent and reflecting a named insured which is the same as the person or organization that is applying for the room reservation, your insurer's name and address, your policy number, coverage, limits and self-insured retentions, and the designation of the City, its elected officials, officers, employees, and volunteers as additional insureds.
- If your event is a multi-day event, you are also required to submit along with the certificate of insurance, a certified copy of the endorsement to the policy naming the City, its elected officials, officers, employees and volunteers as additional insureds.

All certificates and endorsements must be received and approved by the City before your room reservation is approved. The City reserves the right to require at any time complete, certified copies of any or all required insurance policies and endorsements.

All applications, certificates and endorsements are to be submitted to the Fullerton Public Library at 353 W. Commonwealth Avenue, Fullerton, CA 92832, (714) 738-6388.

Any questions concerning these insurance requirements may be directed to Risk Management at (714) 738-6868, or 303 W. Commonwealth Avenue, Fullerton, CA 92832.

**Depending on the nature of your event, you may be required to carry additional types of amounts of liability insurance. (Refer to City of Fullerton Standard Insurance Requirements - Part 9 and Part 10 for additional details.)*

STANDARD INSURANCE REQUIREMENTS (PART 9)

PERMITTEE shall procure and maintain throughout the duration of this Agreement, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the PERMITTEE's use of the CITY premises. PERMITTEE shall provide current evidence of the required insurance in a form acceptable to the CITY and shall provide replacement evidence for any required insurance which expires prior to the completion, expiration or termination of this permit.

Nothing in this section shall be construed as limiting in any way, the Indemnification and Hold Harmless clause or the extent to which PERMITTEE may be held responsible for payments of damages to persons or property.

I. Minimum Scope and Limits of Insurance

- A. Commercial General Liability Insurance. PERMITTEE shall provide commercial general liability insurance with a limit of not less than \$1,000,000 each occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the Agreement or shall be twice the required occurrence limit.
- B. Business Automobile Liability Insurance. PERMITTEE shall provide business automobile liability insurance or an equivalent form with a limit of not less than \$1,000,000 each accident. Such insurance shall include coverage for owned, hired and non-owned automobiles. (This coverage is not required if PERMITTEE shall not use or operate automobiles in connection with the permitted event).
- C. Host Liquor Liability. PERMITTEE shall provide a host liquor liability policy with a limit of not less than \$1,000,000 per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to the Agreement or shall be twice the required occurrence limit. This coverage is only required if PERMITTEE shall make liquor, beer or wine available for consumption and money changes hands in any way, shape, or form, between the event holder/PERMITTEE and those who participate/attend, (i.e.: for a donation, for a ticket, for a meal, for entry to the event, or for the beverage.).

II. Deductibles and Self-Insured Retentions

Any deductible or self-insured retention must be declared to and approved by the CITY.

III. Other Insurance Provisions

The required insurance policies shall contain or be endorsed to contain the following provisions:

- A. The CITY, its elected or appointed officials, officers, employees and volunteers are to be covered as additional insureds with respect to liability arising out of the use of the CITY premises; or with respect to liability arising out of automobiles owned, leased,

hired or borrowed by or on behalf of PERMITTEE. The coverage shall contain no special limitations on the scope of its protection afforded to the CITY, its officials, officers, employees and volunteers.

- B. This insurance shall be primary insurance as respects the CITY, its officers, employees and volunteers and shall apply separately to each insured against whom a suit is brought, or a claim is made. Any insurance or self-insurance maintained by the CITY, its officers, employees and volunteers shall be excess of this insurance and shall not contribute with it.
- C. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled, except after thirty (30) days' prior written notice has been given to the CITY.

IV. Acceptability of Insurers

All required insurance shall be placed with insurers acceptable to the CITY with current BEST'S ratings of no less than B+, Class X. All insurers shall be licensed by or hold admitted status in the State of California. At the sole discretion of the CITY, insurance provided by non-admitted or surplus carriers with a minimum BEST'S rating of no less than A- Class X may be accepted if PERMITTEE evidences the requisite need to the sole satisfaction of the CITY.

V. Verification of Coverage

PERMITTEE shall furnish the CITY with certificates of insurance which bear original signatures of authorized agents, and which reflect insurers names and addresses, policy numbers, coverage, limits, deductibles and self-insured retentions. Additionally, PERMITTEE shall furnish certified copies of all policy endorsements required herein. All certificates and endorsements must be received and approved by CITY before PERMITTEE uses premises. The CITY reserves the right to require at any time complete, certified copies of any or all required insurance policies and endorsements.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERs NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	NAME: <input type="text"/> Your Insurance company or broker	NAME: <input type="text"/>
	PHONE: <input type="text"/> IAJC No Est:	FAX: <input type="text"/> IAJC Not:
	ADDRESS: <input type="text"/>	
	INSURER(S) AFFORDING COVERAGE	NAIC#
INSURED	INSURERA: <input type="text"/> Name of Insurance Company	
	INSURERB: <input type="text"/>	
	INSURERC: <input type="text"/>	
	INSURERD: <input type="text"/>	
	INSURERE: <input type="text"/>	
	INSURERF: <input type="text"/>	

COVERAGES

CERTIFICATE NUMBER: 00000000-125309

REVISION NUMBER: 329

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

TYPE	TYPE OF INSURANCE	ADDITIONAL INSURER NAME	POLICY NUMBER	POLICY PERIOD FROM DD/MM/YY TO DD/MM/YY	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR				EACH OCCURRENCE <input type="text"/> \$1,000,00 DAMAGE TO EXCP CU PREMISES (Ex occurrence) <input type="text"/> MED EXP (Any one person) <input type="text"/> PERSONAL & ADV INJURY <input type="text"/> GENERAL AGGREGATE <input type="text"/> PRODUCTS- COMPIOPAGG <input type="text"/> OTHER: <input type="text"/>
	GEN'L AGGREGATE LIMIT APPLIES PER POLICY <input type="checkbox"/> inSCT DLoc				
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY				(COMBINED) SINGLE LIMIT <input type="text"/> BODILY IN JURY (Per person) <input type="text"/> BODILY IN JURY (Per accident) <input type="text"/> PROPERTY DAMAGE (Per accident) <input type="text"/> OTHER: <input type="text"/>
	EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE				
A	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE				EACH OCCURRENCE <input type="text"/> AGGREGATE <input type="text"/> OTHER: <input type="text"/>
	DED <input type="checkbox"/> RETENTION\$ <input type="checkbox"/>				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> YES ANY PROPRIETOR/PARTNER/EXECUTIVE <input type="checkbox"/> OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> MANAGEMENT INN <input type="checkbox"/> YES, describe under DESCRIPTION OF OPERATIONS below <input type="checkbox"/>				EL TUTE <input type="checkbox"/> EL ER <input type="checkbox"/> EL EACH ACCIDENT <input type="checkbox"/> EL DISEASE - EA EMPLOYEE <input type="checkbox"/> EL DISEASE - POLICY LIMIT <input type="checkbox"/>
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)				

CERTIFICATE HOLDER

CANCELLATION

City of Fullerton Its Elected Officials, Officers, Employees, and Volunteers 303 W. Commonwealth Avenue Fullerton, CA 92832	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

(MCS)

<11988,1!!015 ACORD CORPORATION. All rights reserved.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
ISSUE DATE:

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 Additional Insured Person(s) or Organization(s):

CITY OF FULLERTON

ITS ELECTED OFFICIALS, OFFICERS, EMPLOYEES, AND VOLUNTEERS

303 W. COMMONWEALTH AVENUE

FULLERTON, CA 92832

EVENT DATE:

EVENT LOCATION: FULLERTON PUBLIC LIBRARY

EVENT ADDRESS: 353 W. COMMONWEALTH AVENUE, FULLERTON, CA 92832

Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.