

This application must be received by the Office of the Vice President for Strategic Partnerships and Workforce Innovation **at least 14 days before the event.**

Note: No reservation is complete without confirmation from the Vice President for Strategic Partnerships and Workforce Innovation's Office. Review and approval process may take 7–10 business days.

For office use only:

Invoiced

Guest internet access

Chief of Police



***Parkland College Standard Insurance Requirements**

Prior to using any Parkland College location, facility, or property for an event, the User shall furnish a Certificate of Insurance evidencing the existence of the following coverages:

1. Commercial General Liability

- a. General Aggregate Limit - \$2,000,000
- b. Products – Completed Operations Aggregate Limit - \$2,000,000
- c. Personal and Advertising Injury Limit - \$1,000,000
- d. Each Occurrence Limit - \$1,000,000

2. Automobile Liability

- a. Each Accident - \$1,000,000

3. Workers Compensation – Statutory

4. Employers Liability

- a. Bodily Injury by Accident - \$500,000 each accident
- b. Bodily Injury by Disease - \$500,000 each employee
- c. Bodily Injury by Disease - \$500,000 policy limit

Parkland College, its employees, and Parkland College Board of Trustees shall be named as Additional Insureds with respect to Commercial General and Automobile Liability Coverages. The Vendor's insurance carrier shall waive subrogation; such stipulation shall be indicated on the Certificate of Insurance. The Certificate shall provide not less than 30 days advance notice in writing in the event of change or cancellation unless the exact dates of the event are indicated on the Certificate of Insurance including any rain dates.

Our organization does not have employees or vehicles, and thus do not have such insurance coverage.