



OXNARD UNION HIGH SCHOOL DISTRICT

REQUESTING A FACILITY USE PERMIT

To request a facility use permit, you will need to create an account by visiting:

ouhsd.civicpermits.com

Once you create an account, you'll then be able to submit a facility use permit request.

You can check facility availability, by clicking on the *Calendar* tab.

You choose:

1. The School *Site*
2. The *Facility* that you would like to use
3. Click *Apply* to obtain availability

Once you submit a permit, your permit will be reviewed for approval by the school site's administration.

You will be receiving email notifications from *Civic Permits*, as the approval status of your permit changes.

REQUIRED CERTIFICATE OF LIABILITY INSURANCE

Once-only the status of your permit changes to **PENDING PROOF OF LIABILITY INSURANCE**, you are required to submit a certificate of liability insurance. Your permit will not be approved unless a certificate of liability insurance is provided.

Attached is a sample of the liability insurance that we require. Please make sure to share this with your insurance broker for accuracy.

Below are some of the required guidelines that your certificate of insurance will need:

- The coverage amount **Per Each Occurrence** should be for **\$2,000,000.00** (one-million).
- The **General Aggregate** amount should be for **\$4,000,000.00** (two-million).
- The **Policy Effective Date(s)** should cover the date(s) you plan to use our facilities.
- The **Certificate Holder** on the certificate of liability insurance should be:
Oxnard Union High School District
its officers, agents, employees, board members, and volunteers
309 South K Street
Oxnard, CA 93030
- The certificate must have a brief description of the event you plan to host on our facilities, under the **Description of Operations** portion of the certificate.
- You must also provide an insurance endorsement page. The **Name of Additional Insured Person(s) Or Organization(s)** section, must include the following language:

Oxnard Union High School District,
its officers, agents, employees, board members, and volunteers
309 South K Street,
Oxnard, CA 93030

If you don't have an insurance broker, you might want to consider the following insurance agent:

Jackee Munoz-Goode, CSRM | Account Executive
TOLMAN & WIKER INSURANCE SERVICES, LLC
196 South Fir Street, Ventura, CA 93001 | CDI License. 0E52073
Direct Phone: 805-585-6110 | Fax: 805-585-6210
jmunoz-goode@tolmanandwiker.com | www.tolmanandwiker.com

Once you obtain a certificate of liability insurance, you will need to upload it through your *Civic Permit's* account, under the **Insurance Policies** tab.

Oxnard Union High School District
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