Library Ancillary Facilities Reservation Packet

Includes:
- City Council Policy
- Library Ancillary Facilities Regulations
- Fee Schedule
- Application for Library Ancillary Facilities Usage
- Insurance, Hold Harmless & Indemnification Agreement
- Sample Insurance Certificate & Endorsement

Effective 1/13/11
Updated 2/1/2016
City of Camarillo

CITY COUNCIL POLICY

Section: Property Management

Subject: Use of Camarillo Library Ancillary Facilities

Number: 11.13

Purpose

To establish guidelines for scheduling and use of Camarillo Library ancillary facilities.

Policy

A. Camarillo Library Ancillary Facilities

The Camarillo Library ancillary facilities (facilities) include the community room and foyer, boardroom, the entry courtyard, and the conference room.

B. Priority of Use

The following classifications, in order of priority, provide guidelines for scheduling of the facilities for meetings and events:

1. GROUP 1. City and City co-sponsored.
2. GROUP 2. Camarillo Library.
4. GROUP 4. Non-profit groups.
5. GROUP 5. All other groups and individuals.

Within each Group, reservations will be made on a first come, first served basis. To provide more opportunity for use by the community, no non-governmental weekly or monthly serial meetings will be permitted.

For Groups 4 and 5, all other conditions being equal, priority will be given to groups or individuals that are based in the Camarillo Library service area, and those in which the majority of attendees are Camarillo residents.

In case of emergency or unforeseen circumstance, the City may preempt any event.
C. Activities Not Permitted
   
   1. Inappropriate or disruptive activities.
   
   2. Individuals and politically based organizations may present educational and informational programs for the public, but may not use the facilities for campaign purposes or soliciting contributions for political parties, individuals, or groups.

D. General Use
   
   1. The General Services Director or designee coordinates applications and reservations for use of the facilities.
   
   2. A completed City application form must be submitted at least 30 days in advance.
   
   3. Applicants must pay required fees and a security deposit.
   
   4. Applicants must provide proof of required insurance.
   
   5. An activity that includes entertainment or alcoholic beverages may also require a special event permit issued by the City.
   
   6. Service of food and beverages must be approved.
   
   7. Facilities must be left in a clean and undamaged condition. Additional costs incurred for cleanup or damage will be billed to the responsible party.
   
   8. Disputes arising from the denial of an application will be reviewed by the City Manager, whose decision is final.
   
   9. Failure to comply with this policy or the Camarillo Library Ancillary Facilities Regulations may be cause for denial of future use.
CITY OF CAMARILLO
LIBRARY ANCILLARY FACILITIES REGULATIONS

The community room and foyer, boardroom, entry courtyard and conference room (facilities) are available when not in use for City of Camarillo (City) or Camarillo Library (Library) activities.

1. RESERVATION APPLICATION

Reservation for use of the facilities must be made on the Application for Library Ancillary Facilities Usage form. Application packets may be obtained at the Library (4101 Las Posas Road), City Hall (601 Carmen Drive) or on the City's website at www.cityofcamarillo.org. Questions should be directed to the Department of Administrative Services at 805-383-5633, Monday - Friday, 8 am - 5 pm or e-mailed to libraryreservations@cityofcamarillo.org. Completed application forms and booking fees may be mailed, or returned in person to City Hall, Department of Administrative Services at 601 Carmen Drive, Camarillo, CA 93010, or Faxed to (805) 388-5318. Reservations are tentative until an approval confirmation letter is mailed by the City.

- Application must be submitted at least 30 days prior to the event with applicable booking deposit.
- Incomplete applications or applications submitted without applicable booking deposit will not be processed.
- Reservation is not confirmed until the application has been approved in writing by the City.
- Non-profit organizations are required to submit a copy of their IRS determination letter with the application.
- All required fees and a security deposit must be paid by the due date stated in the approval confirmation letter.
- Certificates of Insurance and Endorsements consistent with the attached sample must be submitted by the due date stated in the approval confirmation letter.
- Applicant must designate one contact person, who is at least 25 years of age, to act as a representative. All arrangements must be made by the designated representative, and designee must be present at all times during the event.
- For youth activities, one responsible chaperone, who is at least 25 years of age, will be required to be present for every 20 youths. The City may require the names and telephone numbers of chaperones prior to the event.

2. BUSINESS TAX

All Applicants, including charitable or non-profit organizations, are required to contact the Camarillo Business Tax Division at (805) 388-5330 upon application. Applicant must furnish the Business Tax Division with: the name, address and phone number of all event vendors. Vendors include, but are not limited to: independent contractors, sales and/or beauty consultants,
photographers, suppliers, entertainers, etc. that may conduct seminars, provide services, sell a product, solicit for business with business cards, flyers and/or supply or lease equipment. The Applicant must provide the Business Tax Division with information as requested.

Vendors are required to possess or apply for a valid City of Camarillo Business Tax Certificate prior to confirmation of reservation or no later than ten (10) business days prior to the event, whichever is earlier. The Business Tax Certificate shall be kept in the Vendors possession at the event. In the event all vendors have not submitted an application ten (10) business days prior to the event, the Applicant shall be liable to the City of Camarillo for a Special Event Business Tax Certificate.

When a Business Tax Certificate is issued for a Special Event to the Applicant, individual vendors shall be conclusively presumed to be exempt from the requirement of obtaining a separate Business Tax Certificate only for the Applicant’s event.

If the Applicant is a charitable or non-profit organization and is the sponsor of an event, receives a percentage of the receipts or receives a specified amount or fee, then each vendor conducting business at the event must obtain a Business Tax Certificate. Exceptions: The burden of proof shall be upon any organization or person claiming an exemption.

3. HOURS OF OPERATION

- Conference room, located inside the Library, during Library operating hours. No after-hours use allowed.
- Community room and foyer, boardroom and Courtyard: Monday – Friday 8 a.m. - 5 p.m. Use before or after hours of operation requires special arrangements. Applicants will be charged for necessary services per the Fee Schedule.
- Library is closed on the following holidays:
  - New Year’s Day
  - Martin Luther King, Jr. Day
  - Presidents’ Day
  - Easter
  - Memorial Day
  - Independence Day
  - Labor Day
  - Thanksgiving Day
  - Day after Thanksgiving
  - Christmas Day
- Library is closed on the following date:
- Annually, on the Third Friday of August for All Staff Training Days.

4. FEES

- Fees are calculated based on the attached Fee Schedule.
- Applicant sponsored or co-sponsored by the City or Library may be exempt from a use fee;
however, additional charges such as a deposit or security services may apply.

- Federal, state, county, or local governmental agencies, and 501(c)3 non-profits using the facilities for non-commercial purposes will be charged at the non-profit rate stated on the Fee Schedule.

- All other groups and individuals will be charged at the applicable for-profit rate stated on the Fee Schedule.

- Educational institutions holding special classes or seminars may charge tuition at the discretion of the City.

- All required fees and security deposits must be paid by the due date stated in the approval confirmation letter.

- Additional fees incurred after initial approval and fee payment may be charged against the applicant’s security deposit or invoiced after the event.

5. BOOKING DEPOSIT

- Booking deposit amounts are outlined in the Fee Schedule. Must be paid at time of Application submittal and will be applied towards rental rate.

6. SECURITY DEPOSIT

- Security deposit amounts are outlined in the Fee Schedule.

- Security deposit amounts must be paid by the due date stated in the approval confirmation letter.

- The City reserves the right to increase the security deposit.

- Added facility use, damages to facilities or equipment, and extra cleanup will be charged against the security deposit. In the event charges exceed the amount of the security deposit, the applicant will be billed for the difference.

- If the City is required to enforce compliance with these regulations through the use of public safety services or other means, other charges may be incurred and the security deposit may be forfeited.

7. CANCELLATION OF RESERVATION

- Fees, booking and security deposits will be returned if a reservation is cancelled at least 30-days prior to the event; wedding venues if reservation is cancelled 60-days prior to event date. Failure to give required notice of cancellation may result in forfeiture of fees and deposits.

- The City may cancel a reservation if:
  - There has been a violation of City policy or facilities regulations, or any city, state or federal law.
  - The applicant has provided false or misleading information on the reservation form.
  - In case of an emergency or unforeseen circumstance.
8. PUBLIC RELATIONS/ADVERTISING/CONCESSIONS

➢ Use of facilities does not constitute an endorsement of a group or program content by the City or the Library.

➢ Applicant is prohibited from using the City’s or the Library’s telephone number on any promotional material. The City’s or the Library’s address may not be used as a mailing address for any group or organization correspondence.

➢ City and library staff will not take messages for individuals involved in meetings or programs. Library staff cannot page members of groups or organizations using the facilities.

9. SPECIAL SERVICES, DECORATIONS, AND USER PROPERTY

➢ Any requests for special arrangements other than those listed on the application form must be submitted in writing as an addendum to the application.

➢ Specific use of decorations must be listed on the application form. The use of decorations are subject to approval by the City. **No fog machines, no open flame of any kind, no confetti, glitter, tape, glue, staples, nails, or tacks** may be used on any surface in the facility. Applicants may bring their own easels.

➢ Applicant assumes all risk and liability for theft, loss, or damage of all personal property brought into the facilities by the users and participants.

➢ At the end of the event, users and participants are required to remove all personal property from the facilities. If such property is not removed, it may be disposed of at the City’s discretion without liability to the City.

10. EQUIPMENT

➢ Users may bring their own equipment. The City is not liable for equipment failure or damage.

➢ Charges for use of city-owned equipment are outlined in the Fee Schedule. Equipment must be reserved at the time of application and must be paid by the due date stated in the approval confirmation letter.

11. ROOM CAPACITIES

Meeting room capacities stated on the application form may not be exceeded.

12. FOOD/BEVERAGES

➢ All food and beverage services must be through one of the City’s approved caterers listed here: Command Performance Caterings, 805-522-5163 ask for Manuel Escobedo; DJ's California Catering, 805-850-0194; Giant Steps Café at 805-484-0700 (onsite café available for light event catering) or Martino's Catering at 805-988-8068.

➢ Upon approval by the City, alcoholic beverages may be allowed at adult functions. If alcoholic beverages are served at an indoor function, use of the City approved caterer is required. If
alcoholic beverages are served at an outdoor function, a Special Event Permit issued by the City may be required.

13. CLEANUP/DAMAGES/ADDITIONAL CHARGES

➢ Facilities must be left in a clean and undamaged condition. All trash must be bagged and removed from the premises. Additional costs incurred for cleanup or damage will be charged against the security deposit according to the Fee Schedule. Any balance due will be invoiced and paid directly to the City within 30 days of invoice.

➢ Applicant is responsible for any and all damage to, or for loss of city or library property. Under no circumstance is city or library equipment or furniture to be taken from the premises.

➢ Premises must be vacated according to the time specified on the approved application form. There are no exceptions. Additional time will be invoiced in four-hour (4 hr.) increments.

➢ Applicant must pay for police, cadet, contracted security services, or staff time as specified by the City according to the Fee Schedule.

14. INSURANCE AND LIABILITY REQUIREMENTS

The City’s legal counsel has directed that complete certificates of insurance be submitted (see Samples of “Acord 25-S” form and its accompanying ISO Form GF 20 10 11 85 Endorsement form). The wording on the certificate and endorsement form should read: Additional Insured: City of Camarillo and Library Systems & Services, LLC and their officials, agents, servants, volunteers and employees are listed as additional insureds on the endorsement form CG 20 10 11 85 (or better). This requirement is standard procedure for all certificates of insurance required by the City.

As an option, contact the City’s Human Resources Division at 805-383-5633 for information regarding cost and coverage of optional insurance offered by the City’s insurance carrier. Applicant must submit proof of insurance by the date specified in the approval confirmation letter.

15. HOLD HARMLESS AGREEMENT

Applicant must complete and submit the attached Hold Harmless and Indemnification Agreement by date specified in the approval confirmation letter.

16. RIGHTS OF THE CITY

➢ Interpret and modify regulations.

➢ Impose additional conditions when deemed necessary.

➢ Impose fee changes deemed necessary.

➢ Approve or deny application request.

➢ Disputes arising from the denial of an application will be reviewed by the City Manager, whose decision is final.
## Exhibit A

City of Camarillo  
Library Ancillary Facilities  
Fee Schedule

<table>
<thead>
<tr>
<th></th>
<th>Non-Catered 4-hr rental period</th>
<th>Catered 4-hr rental period</th>
<th>Catered 8-hr rental period</th>
<th>Wedding Venue 8-hr rental period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Profit</td>
<td>Non-Profit</td>
<td>Profit</td>
<td>Non-Profit</td>
</tr>
<tr>
<td>Booking Deposit</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Board Room</td>
<td>$100</td>
<td>$75</td>
<td>$75</td>
<td>$55</td>
</tr>
<tr>
<td>Conference Room - Only available during Library operating hours. No after hours use.</td>
<td>$50</td>
<td>$50</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Community Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Half Room</td>
<td>$150</td>
<td>$115</td>
<td>$100</td>
<td>$75</td>
</tr>
<tr>
<td>Full Room</td>
<td>$225</td>
<td>$175</td>
<td>$150</td>
<td>$115</td>
</tr>
<tr>
<td>Classroom w/power</td>
<td>$350</td>
<td>$265</td>
<td>$300</td>
<td>$225</td>
</tr>
<tr>
<td>Additional 4-hr Use Fee (Wedding Venue only)</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Stage Use Fee</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Piano Use Fee</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Piano Tuning, User Requested Actual costs.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courtyard</td>
<td>N/A</td>
<td>N/A</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Photography - Inside Library during non-business hours, 2-hr minimum charge</td>
<td>$60/hr</td>
<td>$60/hr</td>
<td>$60/hr</td>
<td>$60/hr</td>
</tr>
</tbody>
</table>

- N/A: not applicable
- Room rental is a minimum 4-hours; additional time is in 4-hour increments
- Wedding venue rental minimum 8-hours; additional time is in 4-hour increments
- Booking deposit due with application
- Security deposits: 50% of rental fee; $400 for wireless microphone
- Security guard fee: Based on current contracted rates, one guard per 50 in attendance, and City may require additional security guard(s) for events with alcohol.
Application for Library Ancillary Facilities Usage
Booking Fee due with Application see Fee Schedule

Email: libraryreservations@cityofcamarillo.org

DATE OF EVENT___________________________________________

Applicant’s Name: ________________________________ Phone (day): ________________________________
___________________________________________ Phone (evening): ________________________________
___________________________________________ Fax: ____________________________________________
___________________________________________ Cell: ____________________________________________

Address: __________________________________ City: ____________ State: ____________ Zip: ____________

___________________________________________ Email address: ________________________________

Exact Title of Organization: ________________________________

Type of organization: □ Profit □ Non-Profit □ Governmental □ Other (describe): ________________________________

Title of Event: __________________________________________

Purpose of Event:
□ Meeting □ Social □ Commercial □ Other (describe): ________________________________
□ Wedding & Reception □ Wedding Reception

Est. Attendance: ________________________________

<table>
<thead>
<tr>
<th>Setup Time</th>
<th>Clean Up Time</th>
<th>Actual Event</th>
<th>Actual Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Needed:</td>
<td>Needed:</td>
<td>Start Time:</td>
<td>End Time:</td>
</tr>
</tbody>
</table>

Facility Use
□ Community Room (maximum standing capacity 298)
□ Full Room
□ Half Room (maximum standing capacity 149)
□ Entry Courtyard - Only available with Catered Events
□ Boardroom (seats 14, room capacity 14)
□ Conference Room (seats 16, room capacity 16 - only available during Library operating hours)

Check all that apply

Set-Up Configurations
□ U-Shape (maximum seating 48 - requires full room rental)
□ Rectangular Conference (max. seating 30 Side A; max. seating 42 Side B; max. seating 54 Full room)
□ Banquet (max. capacity 150 without dance floor full room rental; max. capacity 60 half room rental)
□ Banquet (maximum capacity 130 with a dance floor, full room rental)
□ Theater (maximum capacity 200 chairs)
□ Classroom (maximum seating 72) without power
□ Classroom (maximum seating 72) with power (Limited power to tables is available at additional cost)
□ Dance Floor (12’x12’) Vendor rental (contact one of approved caterer’s or Party Pleasers)
□ Stage (8’x 8’x12”) only available on Side A or full room rental
□ Children’s Program (Library program use only)

Check all that apply

Equipment
□ No Equipment Required
□ Podium with microphone (community room only)
□ Projector/Screen (community & conference rooms only)
□ Handheld wireless microphone – requires additional refundable deposit
□ Lapel wireless microphone - requires additional refundable deposit
□ Multimedia projection with VCR/DVD player (community & board rooms, requires full room rental)
□ TV (flat screen) & VCR/DVD (TV in Boardroom - no projection)
□ Piano (Community Room) Tuning requested by user is billed at actual costs & requires advanced notice
□ White Dry Erase Board w/markers
Decorations

The use of decorations is subject to City approval. **ABSOLUTELY NO** fog or misting machines, open flame of any kind, glitter or confetti of any type, tape, glue, staples, nails, or tacks may be used on any surface in the facility. Applicant may bring their own easels for displays or banners.

- Yes, (describe) please be specific: ____________________________
- No decorations

Food/Beverages

- Food & Beverages will not be served
- Food & Beverages will be served (includes light refreshments such as water, coffee, cookies, etc.)**
- Alcohol will be served - Special Events Permit and additional insurance required.

**It is the Applicants responsibility to coordinate and pay for, all food and beverage services through one of the approved catering companies:

- Command Performance Caterers at 805-522-5163, ask for Manuel Escobedo; or
- DJ’s California Catering at 805-850-0194; or
- Giant Steps Café at 805-484-0700 (onsite café available for light event catering)
- Martino’s Catering at 805-988-8068

Photography

- Photography inside Library. Specify date & time desired ____________________________.

After-Hours

Use of the facilities before or after normal operating hours (8 am to 5 pm M-F) and on designated City and Library Holidays, require special arrangements. Additional fees will be charged for all security services required per the Fee Schedule. The conference room is not available for after-hours use.

Booking Deposit: Applicant understands that a Booking Deposit is due with Application in order to hold date. Applications submitted without Booking Deposit will not be processed.

Applicant’s obligations: Applicant is responsible for conduct of all attendees ensuring that inappropriate, disruptive or illegal activities do not occur on the premises.

Nonprofit designation: A 501(c) 3 nonprofit organization must submit a copy of their IRS determination letter showing nonprofit status prior to confirmation of reservation.

Business Tax Certificate: All Applicants including a charitable or non-profit organization are required to contact the Camarillo Business Tax Division at 805-388-5330 immediately upon application.

Insurance: The City’s legal counsel has directed that completed certificates of insurance be submitted (see SAMPLE of “Acord 25-S” form and its accompanying ISO Form GF 20 10 11 85 Endorsement form). The wording on the certificate and endorsement forms should read: **Additional Insured: City of Camarillo and Library Systems & Services, LLC and their officials, agents, servants, volunteers and employees are listed as additional insureds on the endorsement form CG 20 10 11 85 (or better).** This requirement is standard procedure for all certificates of insurance required by the City. As an option, contact Department of Administrative Services at 805-383-5633 for information regarding cost and coverage of optional insurance offered by the City’s insurance carrier. Applicant must submit proof of insurance by the date specified in the approval confirmation letter.
Hold Harmless and Indemnification Agreement: Applicant must complete and submit the attached Hold Harmless and Indemnification Agreement by date specified in the approval confirmation letter.

All fees, booking and security deposits, proof of insurance, hold harmless and indemnification agreement, IRS determination letter (if applicable) and/or business tax certificate(s) are due a minimum of two (2) weeks prior to the event or by the date specified in the approval confirmation letter in order to secure reservation. Failure to submit or comply with these requirements by the date specified in the approval confirmation letter will result in cancellation of your tentative reserved dates.

Cancellation: Reservations cancelled at least 30-days prior to requested event date; and Wedding venues cancelled at least 60-days prior to the requested event date, will be entitled to a full fee refund. Failure to give required notice of cancellation may result in forfeiture of booking fees and/or deposits.

Applicant Certification:
I attest that I am legally authorized to file this application on behalf of the stated organization and that this authorization binds the applicant and organization to the conditions required by the City of Camarillo Policy, the Camarillo Library Ancillary Facilities Regulations, Fee Schedule and this application.

I certify that I have received a copy of, and read City of Camarillo City Council Policy No. 11.13, Camarillo Library Ancillary Facilities Regulations and Fee Schedule and agree to adhere fully to all conditions and requirements stated therein, and as stated in this application.

I will be responsible for all additional costs incurred for use of City personnel, police, cadet, private security services, equipment and facilities. The costs will be paid directly to the City within 30-days of invoice.

I fully understand that the City may reject this application. The filing of this application does not grant permission to use the facilities until such permission is granted through the issuance of the Approval Confirmation Letter and payment of all Fees and Deposits.

Applicant Signature*: ______________________ Date: ______________________

*(Signature must be of person submitting Application and this person MUST be on-site during the entire Event)
MEMORANDUM

NOTICE
FOR EVENTS HELD AT THE CAMARILLO LIBRARY

The City requires complete certificates of insurance, which includes both forms listed below:

1. Certificate of Insurance ("Acord 25-S" form) (Please note: The city requires appropriate insurance be provided for the day(s) of the event in the following minimum amounts: $2,000,000 General Aggregate and $1,000,000 Each Occurrence unless otherwise stated.)

2. Endorsement form (this form adds the City as an additional insured)

Sample of complete insurance requirement attached

Insurance providers may issue different style forms to address this requirement.

The wording on the CERTIFICATE of INSURANCE and ENDORSEMENT form should read:

"Additional Insured: Library Systems & Services, LLC and the City of Camarillo and their elected and appointed officials, agents, volunteers and employees."

AND – the Endorsement form needs the following language:

"PRIMARY INSURANCE: This insurance is primary and noncontributory as respects to any loss or liability arising directly or indirectly from the insured’s operations."

These requirements are standard for all certificates of insurance requested by the city.

VENDORS FOR EVENTS AT THE CAMARILLO LIBRARY

In addition to the applicant/permittee providing proper insurance, all vendors (including food vendors, non-food vendors with sales, and exhibitors) will be required to procure and maintain commercial general liability insurance with coverage limit of $2,000,000 General Aggregate and $1,000,000 Each Occurrence. Each vendor must provide individual complete certificates of insurance to the Applicant/Permittee. The applicant/permittee will be required to provide City with a complete list of each vendor with a statement certifying applicant/permittee has received a copy of each vendor’s certificate of insurance (The City does not require a copy of each vendor’s Certificate Of Insurance).

AS AN OPTION

You may contact the City’s Risk Management Division at 805.383.5633 for information regarding cost and coverage of optional insurance offered by the city’s insurance carrier. Vendors that are unable to provide an individual certificate of insurance may be added to the applicant/permittee’s policy (if applicant/permittee’s policy has been purchased thru City’s Special Event Insurance Program) at the current daily rates.
CERTIFICATE OF LIABILITY INSURANCE

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 be endorsed. If SUBROGATION'S 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).

This page is a SAMPLE of the Certificate of Insurance. This is Page 1 of the 2-page complete insurance documentation required. Please note information in box above. This is why the Endorsement Form is Required.

**SAMPLE**

<table>
<thead>
<tr>
<th>COVERAGES</th>
<th>CERTIFICATE NUMBER:</th>
<th>REVISION NUMBER:</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>INDIR</th>
<th>MWG</th>
<th>POLICY NUMBER</th>
<th>POLICY EXP</th>
<th>LIMITS</th>
</tr>
</thead>
</table>

**GENERAL LIABILITY**

<table>
<thead>
<tr>
<th>EACH OCCURRENCE</th>
<th>$1,000,000</th>
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</thead>
</table>

**AUTOMOBILE LIABILITY**

<table>
<thead>
<tr>
<th>EACH OCCURRENCE</th>
<th>$1,000,000</th>
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</table>

**UMBRELLA LIABILITY**

<table>
<thead>
<tr>
<th>EACH OCCURRENCE</th>
<th>$1,000,000</th>
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</thead>
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**WORKERS' COMPENSATION AND EMPLOYEES' LIABILITY**

<table>
<thead>
<tr>
<th>E.L. EACH ACCIDENT</th>
<th>$1,000,000</th>
</tr>
</thead>
</table>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES**

All operations: Library System & Services, LLC and the City of Camarillo and their elected and appointed officials, agents, volunteers, and employees are listed as Additional Insured - Pursuant to attached endorsement.

**CERTIFICATE HOLDER**

City of Camarillo
601 Carmen Drive
Camarillo, CA 93010

Library Systems & Services, LLC
4101 Las Posas Road
Camarillo, CA 93010

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

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The ACORD name and logo are registered marks of ACORD.
This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<table>
<thead>
<tr>
<th>Name Of Additional Insured Person(s) Or Organization(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Library System &amp; Services, LLC and the City of Camarillo and their elected and appointed officials, agents, volunteers and employees</td>
</tr>
</tbody>
</table>

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

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" or "personal and 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.

PRIMARY INSURANCE: this insurance is primary and noncontributory as respects to any loss or liability arising directly or indirectly from the insured's operations.

THE ABOVE WORDING IS A FIRM REQUIREMENT TO BE INCLUDED IN ALL ENDORSEMENTS - PER CITY ATTORNEY.
INSURANCE, HOLD HARMLESS, AND INDEMNIFICATION AGREEMENT

1. _______________________ ("User") agrees to release, hold harmless, indemnify, and defend, the City of Camarillo ("City") and Library Systems & Services, LLC ("LSSI") from and against, any and all liabilities, claims, actions, causes of action, proceedings, suits, damages, judgments, liens, levies, costs and expenses of whatever nature, including reasonable attorneys’ fees and disbursements (collectively, "Claims"), which City or LSSI may suffer or incur or to which City or LSSI may become subject to by reason of or arising out of any injury to or death of any person, damage to property, loss of use of property, economic loss or otherwise occurring as a result of or allegedly caused by the negligent or willfully wrongful acts or omissions of User in its use of the Camarillo Library premises located at 4101 Las Posas Road in the City of Camarillo ("Premises").

2. User must deposit with the City Manager or the Manager's designated representative, a certificate of insurance and an endorsement evidencing that a liability insurance policy in minimum amounts established by City (as may be modified by the City Manager or the Manager's designated representative depending on the nature of the event) has been issued that names the City and LSSI as additional named insureds and which contains a provision that the policy cannot be cancelled except upon at least ten days' written notice to the City of the fact of such cancellation.

3. For the purposes of this Agreement, "City" and "LSSI," include all officials, officers, employees, agents, contractors, and volunteers of City and LSSI. "User" includes all officials, officers, employees, agents, volunteers, contractors, guests and invitees of User.

4. This Agreement is governed by California law.

5. In the event that any action or proceeding is commenced arising under this Agreement, the prevailing party will be entitled to, in addition to such other relief as may be granted, a reasonable sum for attorneys' fees, costs and expenses incurred in such action or proceeding.

Dated: ______________________

USER

By ______________________

Print name here

Approved by City Attorney 12/21/10