



## USE OF DISTRICT FACILITIES/APPROVAL

August 27, 2015

### Facilities Office/Events Scheduler

TO: Carrie Clevers, Kiwanis Club of San Marcos

FROM: Ana Maria Wright, Staff Assistant/Events Scheduler x3450

SUBJECT: UOF: **Event: 20th Annual Kiwanis Club of San Marcos Holiday Parade**  
**Date: Sunday, December 6, 2015**  
**Time: 6:00 a.m. to 4:00 p.m.**  
**Location: Student Parking Lot #9 and Comet Circle**

Your request for your event has been approved today, Thursday, August 27, 2015. A copy of your approved application to use Parking Lot 9 and Comet Circle for your Kiwanis Holiday Parade assembly and travel route is attached for your records. Please carry copies of all paperwork, including this memorandum and approved application when using Palomar College facilities.

Note: Requestor has enclosed the application they have made to have Palomar Community College District listed as additional insured. The insurance company will be e-mailing the certificate directly to us.

**The Kiwanis Club of San Marcos has approval to travel SOUTH on Comet Circle between 12:00 noon to 3:00 p.m. to reach Mission Road for the parade route.**

### **Building Services**

- Please block the entrance to Comet Circle between the hours of 12:00 noon and 3:00 p.m. for the safety of the parade participants.

### **Campus Police**

- Organization will be going down South on Comet Circle from Parking Lot #9 **(the wrong way)** at 12:00 noon to reach parade step-off point on Mission Road where the San Marcos Sheriff's Department will coordinate traffic issues on city streets.

**Notice:** Palomar College is a Tobacco-free/smoke-free campus in accordance with Palomar College Governing Board Policy, BP 3570.

**Parking:** An application for "Planned Event Parking" must also be completed and returned to the Palomar College Police Department. The form is located: <http://www.palomar.edu/police/forms.htm>.

There are no fees for the rent of these facilities; however there may be a charge for parking lot if the services are necessary and would not have otherwise been performed as part of the custodian's normal duties.

**NOTE:** Permission to use the Palomar Community College facilities is subject to cancellation by Palomar Community College for operational or physical emergency. Losses or expenses incurred by the applicant due to such cancellations are not the responsibility of Palomar Community College. In such cases, Palomar Community College will make every effort to offer a suitable alternate date.

Let us know if you have any questions or concerns by emailing Events Scheduler at [eventsscheduler@palomar.edu](mailto:eventsscheduler@palomar.edu) or calling us at extension 3450.

Attachment/aw15-0836A.doc

CC: Campus Police (Karen Boguta-Reeve/Nieves Suarez/Linda Mack/Mike Maines)  
Facilities/Building Services (Jeff Bennett)  
Facilities Office (Chris Miller/Donna Renner)  
Public Affairs Office (Laura Gropen/Dianna Trujillo-Hernandez)





RECEIVED AUG 24 2015

## Application for Use of District Facilities Palomar Community College District

### FINANCE AND ADMINISTRATIVE SERVICES

1140 West Mission Road, San Marcos, CA 92069-1487

Phone: (760) 744-1150 Extension 3450

Fax: (760) 761-3562

Email (questions only): EventsScheduler@Palomar.edu

### ADMINISTRATIVE OFFICE USE ONLY

System Entries PS: \_\_\_\_\_ MS: 8-27-15

**STUDENT REQUESTS:** Must have pre-approval of Director, Student Affairs: ☐ Yes ☐ No

☒ Approved ☐ Disapproved Date: 8-27-15

Reason for Disapproval: \_\_\_\_\_

Certificate of Insurance Received: Exp 11-15

Non-Refundable \$50 Application Fee Received: \_\_\_\_\_

Estimated Fees: \_\_\_\_\_ (Fiscal Services will bill applicant upon completion of event.)

Department	Signature	Date

### PLEASE PRINT OR TYPE CLEARLY:

Name and Type of Organization: Kiwanis Club of San Marcos ☐ Profit ☒ Non-Profit

Contact Person: Carrie Clevers, Parade Co-Chair Telephone: 7608030480 Fax: 760-480-0320

Address: PO Box 493 Email: sanmarcoskiwanis@cox.net

City: San Marcos State: CA Zip: 92079

**AREA REQUESTED:** (Athletic Fields, Classroom, Dance Studio, Education Center, Gymnasium [Dome], Patios, Pavilions, Performance Lab, Pool, Student Union, Theatre\*, etc.): \*For the Theatre, please also fill out the "Application for Use of Howard Brubeck Theatre".

Parking Lot 9 to be used as assembly area for the 20th Annual Kiwanis Club of San Marcos Holiday Parade on 12-6-2015

and the ability to go the wrong way on Comet Circle from Lot 9 to the step-off point at Mission Road

**DETAILED DESCRIPTION OF ACTIVITY** (indicate name and topic if a speaker): Holiday Parade - assembly of participants

DATE OF EVENT (day and date)	HOURS NEEDED	ACTUAL TIMES OF EVENT	SETUP TIME (if needed)	CLEAN-UP	# OF PEOPLE
1st Request: <u>Sun 12-6-2015</u>	6:00 <input checked="" type="checkbox"/> am to 4:00 <input checked="" type="checkbox"/> pm	9:00 <input checked="" type="checkbox"/> am to 3:00 <input checked="" type="checkbox"/> pm	6-9 <input checked="" type="checkbox"/> am <input type="checkbox"/> pm	3-4 <input type="checkbox"/> am <input checked="" type="checkbox"/> pm	2000
2nd Request or Alternative #1:	<input type="checkbox"/> am to <input type="checkbox"/> pm	<input type="checkbox"/> am to <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	
3rd Request or Alternative #2:	<input type="checkbox"/> am to <input type="checkbox"/> pm	<input type="checkbox"/> am to <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	<input type="checkbox"/> am <input type="checkbox"/> pm	

Will admission fees, contributions or membership dues be collected?: ☐ Yes ☒ No Amount of Charge? \_\_\_\_\_

How will proceeds be used? ☐ Charity ☐ Expenses ☐ Profit ☐ Other: \_\_\_\_\_

Is event open to the public? ☒ Yes ☐ No Will you need campus parking for visitors? ☐ Yes\*\* ☒ No

\*\*Requests for Parking Permits should be submitted after this "Use of Facilities" Application has been approved and the applicant has received notification. Please access the "Planned Event Parking Permit" Application at: <http://www.palomar.edu/police/forms.htm>.

### EQUIPMENT REQUESTS (include quantity of all pertinent items):

☐ Chairs \_\_\_\_\_ ☐ Electric Spider Boxes \_\_\_\_\_ ☐ Lectern (Podium) \_\_\_\_\_ ☐ Stage \_\_\_\_\_ ☐ Tables \_\_\_\_\_

**ROOM SETUP:** If a special setup is needed, please include a detailed diagram of your setup preferences.

Please include tables needed for food service (see "Special Needs/ Food Services #2" below) in this count.

### SPECIAL NEEDS:

1) **AUDIO-VISUAL:** Please contact Lee Hoffmann in our AV department at: (760) 744-1150 x3234 for any requests.

2) **FOOD SERVICES** (food/drinks/snacks): Aramark is the sole provider of concessions and catering services on campus. Contact Diane Lach (DLach@Palomar.edu) or Kathy Stockton (KStockton@Palomar.edu) at (760) 744-1150 Ext. 2232.

☐ Tables Food Service \_\_\_\_\_ Please include this quantity in the above under "Equipment Requests/Tables" ☐ Other: \_\_\_\_\_

**A CERTIFICATE OF INSURANCE** in a minimum amount of \$1,000,000.00 must be filed with the Palomar Community College District prior to any event naming the District as an additional insured. Such policy shall be considered primary to all District policies whether self-issued or not. For details, contact Business Services at (760) 744-1150 Ext. 2122. The applicant agrees to indemnify and save harmless the Palomar Community College District, its officers, agents and employees against any and all loss, damage, and/or liability that may be suffered or incurred by the school district, its officers, agents and employees, and against any and all claims, demands, and causes of action that may be made or brought against the school district, its officers, agents and employees, caused by, arising out of, or in any way connected with the use by applicant of the Palomar Community College District facility or the privilege herein granted. Applicant further agrees to be personally responsible, on behalf of his/her organization for any damage sustained by the school premises, furniture or equipment because of the use or occupancy of said premises by his/her organization and to abide by and enforce the rules, regulations, and policies of the Palomar Community College District governing the use of the school facilities and equipment. Failure to submit the Certificate of Insurance two (2) weeks prior to the event will be cause for cancellation of approval to use college facilities as requested. Requests from campus departments do not require "A Certificate of Insurance".

0836





# Application for Use of District Facilities Palomar Community College District

## FINANCE AND ADMINISTRATIVE SERVICES

1140 West Mission Road, San Marcos, CA 92069-1487

Phone: (760) 744-1150 Extension 3450

Fax: (760) 761-3562

Email (questions only): [EventsScheduler@palomar.edu](mailto:EventsScheduler@palomar.edu)

Please note that by signing this form you hereby understand and agree that:

- All requests will be based on a first come, first served basis and are required to be submitted three (3) weeks in advance of the first requested use date, so please plan accordingly.  
An authorized representative of the organization must return the completed forms along with the *non-refundable* \$50 application fee within two (2) weeks of the first contact in order to officially reserve the facility. Failure to meet this schedule may result in the cancellation or rescheduling of the event.
- For rental of the Howard Brubeck Educational Theatre, an additional security deposit must be paid within two (2) weeks of the first completed application.
- Approved forms will be returned to the lessor by U.S. Mail and **must be in possession of the lessor when the facility is being used.** The application is to be available for presentation to Campus Police and/or Palomar College representatives, as identification and verification, that the group is authorized to use the facility. **Groups unable to provide a copy of the approved application will be required to leave the facility.**
- No changes to the initial application will be accepted after approval has been granted. In the event of a cancellation of an approved "Application for Use of District Facilities" by the applicant, that applicant or organization may be liable for all college costs and expenses in preparing the facility for its use.
- Permission to use the Palomar Community College District (PCCD) facilities is subject to cancellation by PCCD for operational or physical emergency. Losses or expenses incurred by the applicant due to such cancellation are not the responsibility of PCCD. In such cases, PCCD will make every effort to offer a suitable alternate date.
- The Palomar Community College District prohibits the possession and use of alcoholic beverages at all campus locations.
- The Palomar Community College District is Tobacco-free/smoke-free campus in accordance with BP 3570.

**PALOMAR COLLEGE DEPARTMENTS:** Please provide your fund/charge account number (required):

Bus Unit	Account	Fund	Organization	Program	Sub-Class	BY	Project/Grant
PALMR							

I certify that the information provided is true and correct, and that I have read and agree to the terms contained herein:

Signature: *Carmel Peters, KILLARIS CLUB OF SAN MARCOS* Date: 08-22-15

Student Advisors/Instructors Please Print Your Name: \_\_\_\_\_

### SUBMIT COMPLETED FORM(S) AND PAYMENT TO:

FINANCE AND ADMINISTRATIVE SERVICES  
Palomar College  
1140 West Mission Road, San Marcos, CA 92069-1487  
Phone: (760) 744-1150, Ext. 3450  
Fax: (760) 761-3562

### FOR INQUIRIES PLEASE CONTACT:

Ana Maria Wright, Finance & Administrative Services  
Palomar College  
1140 West Mission Road, San Marcos, CA 92069-1487  
Phone: (760) 744-1150, Ext. 3450  
Fax: (760) 761-3562  
Email (questions only): [EventsScheduler@Palomar.edu](mailto:EventsScheduler@Palomar.edu)

### For Finance and Administrative Services USE ONLY

Palomar College Authorized Representatives:

*Carmel Peters* 8/27/2015  
Events Scheduler, Finance and Administrative Services

*Carmel Peters*  
Administrative Assistant, Finance and Administrative Services

### DISTRIBUTION:

- ☐ Applicant
 ☐ Aramark
 ☐ Audio-Visual
 ☐ Campus Police
 ☐ Campus Sponsor
 ☐ Communications Office (non-academic)
- ☐ Escondido Center
 ☐ Building Services
 ☐ Custodial Services
 ☐ Grounds Services
 ☐ Student Affairs
- ☐ Department \_\_\_\_\_





**Kiwanis Club of San Marcos**  
**Kiwanis Club of San Marcos Foundation**  
c/o Carrie Clevers  
645 Bennett Avenue, San Marcos, CA 92069  
Cell 760-803-0480 Fax 760-480-0320  
service.is.fun@kiwanisclubofsanmarcos.org  
www.KiwanisClubofSanMarcos.org

August 22, 2015

Ana Maria Wright  
Events Scheduler  
Palomar Community College  
1140 W. Mission Road  
San Marcos, CA 92069

Good morning Ana Maria!

As you know, the Kiwanis Club of San Marcos hosts the annual San Marcos Holiday Parade each year and Palomar College has been an intricate supporter of the parade each year. I am enclosing the forms for our application to use Palomar College's Parking Lot 9 for our staging area again this year, on Sunday, December 6, 2015. We truly appreciate Palomar College's assistance and cooperation for the previous years and our fingers are crossed that we will again receive your permission for this year's 20<sup>th</sup> Annual San Marcos Holiday Parade.

As our application states, we would like permission to use Parking Lot 9 as the staging area prior to the start of the parade. Participants would begin arriving around 9am although our members would be there earlier, about 6 am, to set up. As the enclosed map of the parade route shows, we are encouraging participants to arrive via Borden Road to Lot 9 to limit traffic on the campus in the morning. We will provide porta-potties and a dumpster for use by the participants and will make sure the lot is cleaned before we leave at the end of the day.

Step-off time for the parade is 1:00 pm and **we will need to exit SOUTH on Comet Drive to reach Mission Road between 12:00 noon and 2:00 pm.** We have coordinated with Palomar College Campus Police in past years to secure Comet Drive so that no traffic is heading north on Comet Drive as of 11:30 so our participants can safely go the wrong way on Comet to reach Mission Road. We would like to work with Campus Police on this safety issues again this year. We are submitting our application to the Campus Police Department, pending your approval of our application.

We expect to the lot to be empty and cleaned no later than 4:00 pm, although we do have Kiwanis members stay until the last piece of paper, etc. is picked up no matter how late it is. ☺ Other

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*Kiwanis is a global organization of volunteers dedicated to changing the world one child and one community at a time.*

**MAKING A DIFFERENCE IN OUR COMMUNITY SINCE MAY 24, 1976**

**Proud to provide, contribute to and support:**

San Marcos Holiday Parade – High Tech High Key Club – CSUSM Circle K - San Marcos Cub Scout Pack 662 - Kiwanis Country Kids – San Marcos Boys & Girls Club – North County Aktion Club - Reading Treasure Chest Early Literacy Program – San Marcos Sheriff's Department KIDZWATCH Academy – Annual Kiwanis Blood Drive – Flag Collection & Retirement Program – San Marcos Senior Center & Project Care – San Marcos Historical Society – Eyeglass Recycling Program – Children's Hospital Miracle Mile of Quarters and Pediatric Trauma Care Unit and much more!

than the parking lot space and **the ability to go SOUTH on Comet** for that short period of time, we do not need any other facilities or services.

In the past, Palomar College has been very gracious and waived the fee for use of the parking lot. We do hope this generosity can continue this year.. We operate totally with volunteers and a very frayed shoe-string budget. The registration fees (only \$40 per entry so that youth and non-profit organizations are not priced out of the parade) do not cover all the expenses. Our small club holds fundraisers all year to cover the rest of the expenses so that we can provide our community with this special event. We do list Palomar College as one of our wonderful sponsors in all our publicity in appreciation for the fee waiver. Our fingers are crossed that you will be able to again waive the normal fees this year!

**I am enclosing a copy of our insurance certificate and the application we have made to have Palomar Community College District listed as an additional insured. The insurance company will email this additional insured certificate directly to your attention.**

We are working with the San Marcos Sheriff's Department on the traffic issues on the city streets and, as the map indicates, the main entry to the campus by the NCTD transit center will remain open. **The entrance at Comet Drive will need to be blocked between 12:00 pm and approximately 3:00 pm for the safety of the parade participants.** We will coordinate with Palomar College Campus Police on any issues or concerns you or they may have and welcome input from their department. We will also be donating to the Campus Police Department's annual toy drive as we have in the past.

I look forward to hearing from you and will gladly answer any questions you have. Please feel welcome to call me anytime on my cell phone 760-803-0480. You may also email me at [service.is.fun@kiwanisclubofsanmarcos.org](mailto:service.is.fun@kiwanisclubofsanmarcos.org) or [sanmarcoskiwanis@cox.net](mailto:sanmarcoskiwanis@cox.net) - both emails come directly to me.

Again, thank you for your help!



Carrie Clevers  
Kiwanis Club of San Marcos  
Holiday Parade Co-Chairman



**PARADE ROUTE LEAVING PALOMAR COLLEGE,  
GOING TO CIVIC CENTER**

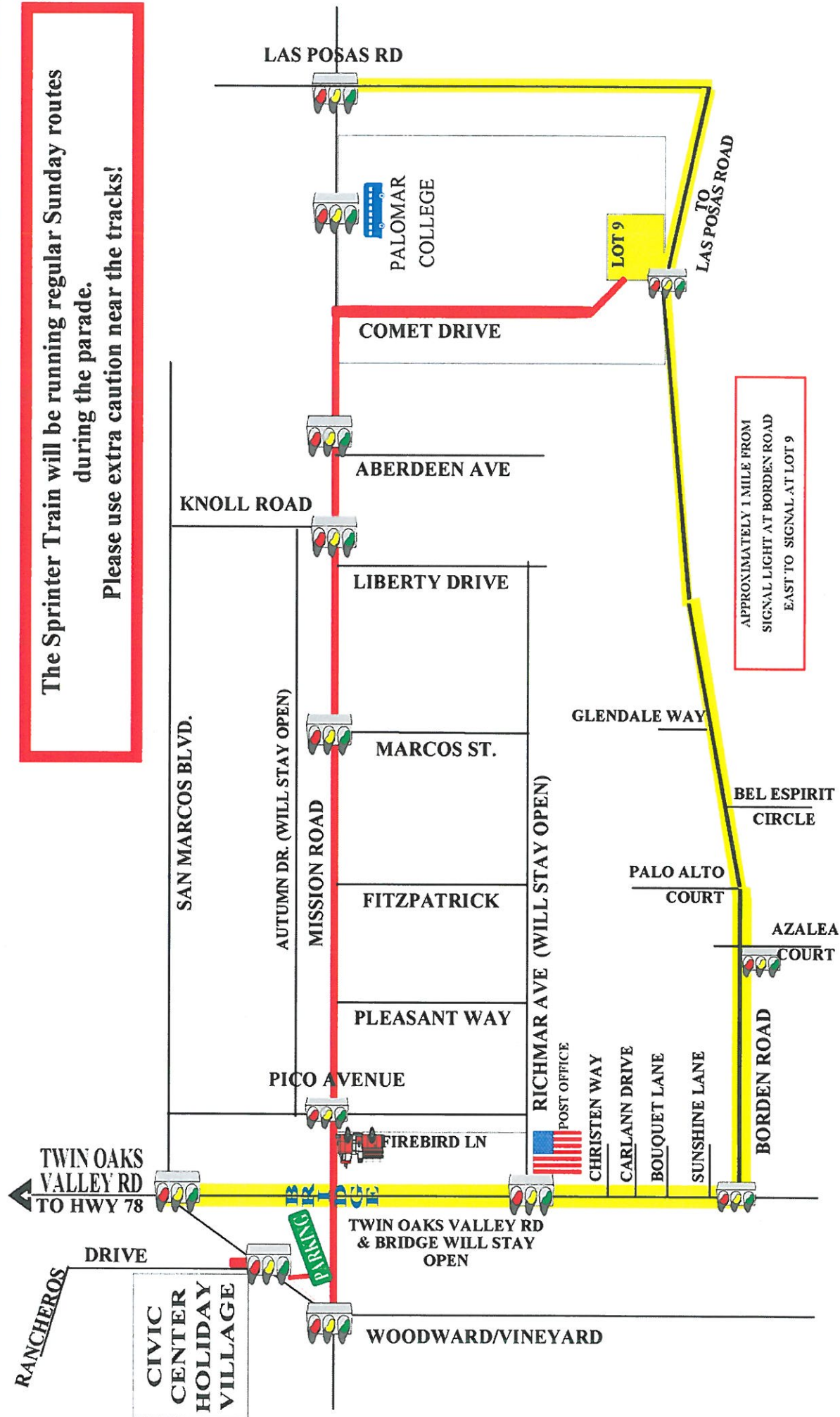
**RECOMMENDED ROUTE TO ASSEMBLY AREA,  
LOT 9, PALOMAR COLLEGE &  
RETURN ROUTE TO DISASSEMBLY**

**NOTE:** Transportation is NOT provided at the end of the parade back to the assembly area for walkers. We recommend walkers use multiple cars to avoid walking the 2 1/2 mile route twice. Prior to coming to the assembly area, using two cars, meet at the Civic Center and leave one car in the parking garage. Then carpool to the assembly area in the second car. When you reach the end of the parade route, you can use the first car to return to the assembly area to retrieve your second car.

If parents will be picking children up at the end of the parade, please be sure to confirm a meeting spot with your participants and parents in advance to avoid confusion.

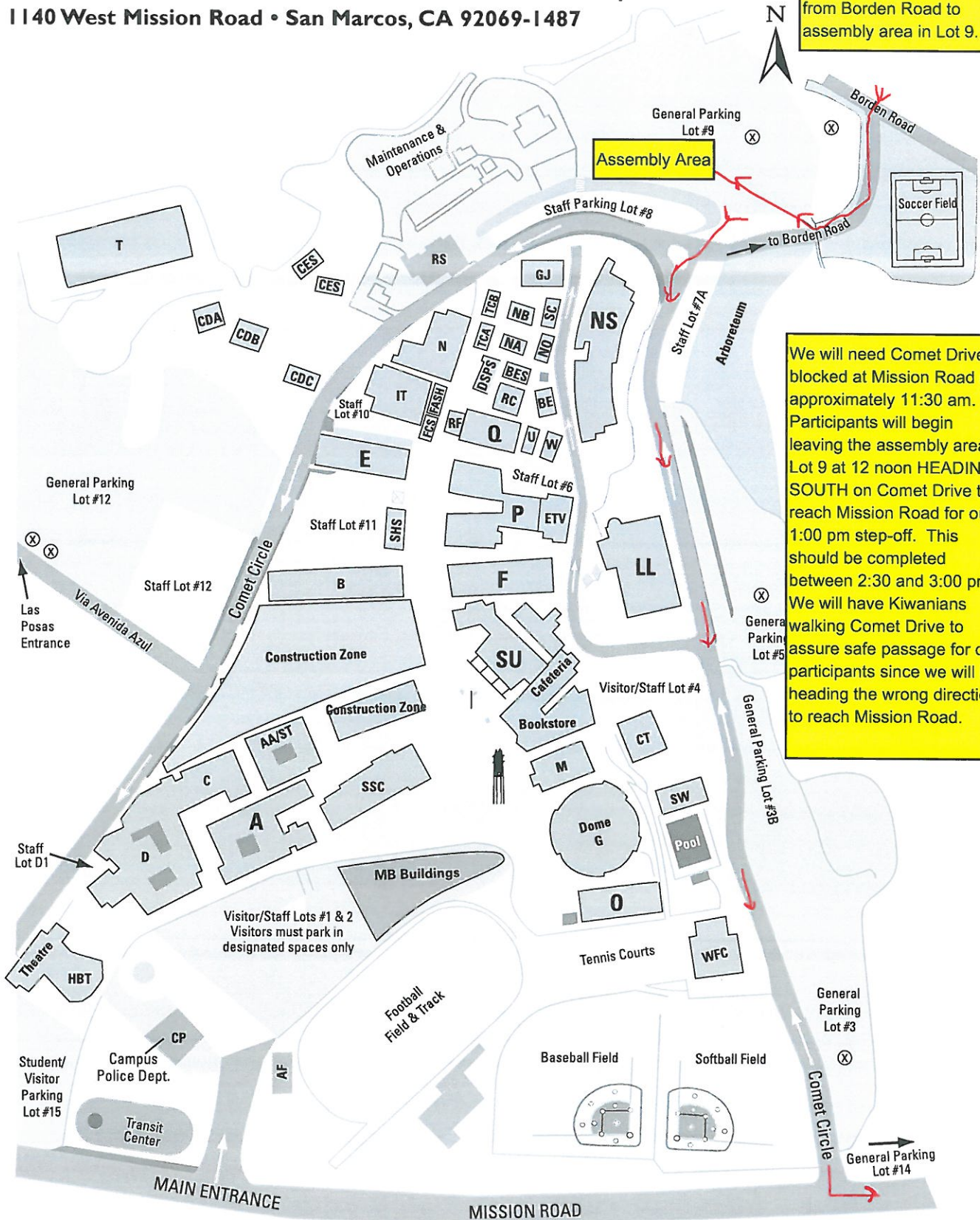
**The Sprinter Train will be running regular Sunday routes  
during the parade.**

**Please use extra caution near the tracks!**



# PALOMAR COLLEGE San Marcos Campus

1140 West Mission Road • San Marcos, CA 92069-1487



Participants will enter from Borden Road to assembly area in Lot 9.

We will need Comet Drive blocked at Mission Road at approximately 11:30 am. Participants will begin leaving the assembly area in Lot 9 at 12 noon HEADING SOUTH on Comet Drive to reach Mission Road for our 1:00 pm step-off. This should be completed between 2:30 and 3:00 pm. We will have Kiwanians walking Comet Drive to assure safe passage for our participants since we will be heading the wrong direction to reach Mission Road.

(X) Daily Parking Machines in Lots 3,5,9 and 12



1-800-442-7475  
Ext #7179

TO: KIWANIS CLUBS & MEMBERS

RE: Kiwanis International Commercial General Liability Insurance

**CERTIFICATE OF INSURANCE PROCEDURES**

1. Please complete your certificate(s) of insurance in the order which follows:
  - A. Enter **date certificate is being issued** (i.e. today's date) in the upper right hand corner.
  - B. Enter the **Kiwanis Club name, contact person, and complete mailing address** in the upper left of form identified as Insured.
  - C. Enter the **certificate holder name, contact (if any), and complete mailing address** as required by your insurance carrier in the "certificate holder" box at the bottom left of the form. Certificate Holder is the organization, firm or person who is requesting proof of insurance from your club.
  - D. In the "description of operations" section directly above the certificate holder box, please enter the **type of event, the date(s) of the event, and the location where the event is being held. Any Certificate of Insurance which is altered beyond this will be considered NULL AND VOID!**
2. Complete and make 2 copies of the certificate.
3. Send the original Certificate to the "Certificate Holder" (i.e., the party requesting proof of insurance.)
4. Send a copy of the certificate along with a completed copy of this form to:

**HYLANT GROUP  
P.O. BOX 1910  
CARMEL, IN 46082-1910**

**IMPORTANT!!** The attached Certificate forms cannot be modified or altered in any way without the express permission of Hylant Group and the Insurance Company. If you have a certificate which requires alteration such as Additional Insured wording, please contact Hylant Group at 1-800-442-7475 x 7179.

**COMPLETE THE FOLLOWING:**

Club Name and Address: KIWANIS CLUB OF SAN MARCOS, CA

PO BOX 493, SAN MARCOS, CA 92079-0493

Contact Name & Phone Number: CARRIE CLEVERS CO-CHAIR CELL 760-803-0480

Type of Event: 20<sup>TH</sup> ANNUAL KIWANIS CLUB OF SAN MARCOS HOLIDAY PARADE

Date(s) & Location: Sunday, Dec6, 2015 - Assembly area: Parking Lot 9 Palomar College Route: South on Comet Drive to Mission Road, east on Mission Rd to San Marcos Blvd., to parking lots at SM Gateway LLC and San Marcos Civic Center for disassembly.

## DATE 08-22-15

PRODUCER  
Hylant Group  
P.O. Box 1910  
Carmel, IN 46082-1910

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

Phone No. 317-817-5000      Fax No. 317-817-5151

## COMPANIES AFFORDING COVERAGE

INSURED: **Kiwanis International - All Clubs & Their Members**  
 Insured Local Club:

COMPANY

**Lexington Insurance Company**

CLUB NAME: KIWANIS CLUB OF SAN MARCOS, CA  
ATTN: CARRIE CLEVERS

COMPANY

CLUB ADDRESS: PO BOX 493, SAN MARCOS, CA 92079-0493

B

COMPANY

C

COMPANY

D

## COVERAGES

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

EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
CO LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS			
A	GENERAL LIABILITY		0350443	11/01/14	11/01/15	GENERAL AGGREGATE		\$ 2,000,000	
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG		\$ 2,000,000	
	<input type="checkbox"/>	CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL&ADV INJURY		\$ 2,000,000	
	<input type="checkbox"/>	OWNERS&CONTRACTOR'S PROT				EACH OCCURRENCE		\$ 2,000,000	
	<input checked="" type="checkbox"/>	AGG PER DISTRICT				FIRE DAMAGE (Any one fire)		\$ 100,000	
	<input type="checkbox"/>					MED EXP (Any one person)		\$	
A	AUTOMOBILE LIABILITY		0350443	11/01/14	11/01/15	COMBINED SINGLE LIMIT		\$ 1,000,000	
	<input type="checkbox"/>	ANY AUTO				BODILY INJURY			
	<input type="checkbox"/>	ALL OWNED AUTOS				(Per person)		\$	
	<input checked="" type="checkbox"/>	SCHEDULED AUTOS							
	<input checked="" type="checkbox"/>	HIRED AUTOS				PROPERTY DAMAGE		\$	
	<input checked="" type="checkbox"/>	NON-OWNED AUTOS				AUTO ONLY-EA ACCIDENT		\$	
	GARAGE LIABILITY					OTHER THAN AUTO ONLY		\$	
	<input type="checkbox"/>	ANY AUTO				EACH ACCIDENT		\$	
	<input type="checkbox"/>					AGGREGATE		\$	
	<input type="checkbox"/>					EACH OCCURRENCE		\$	
	<input type="checkbox"/>					AGGREGATE		\$	
	<input type="checkbox"/>							\$	
	EXCESS LIABILITY					WC STATU-TORYLIMITS		OTH-ER	
	<input type="checkbox"/>	UMBRELLA FORM							
	<input type="checkbox"/>	OTHER THAN UMBRELLA FORM				EL EACH ACCIDENT		\$	
						EL DISEASE-POLICY LIMIT		\$	
						EL DISEASE-EA EMPLOYEE		\$	
	WORKERS COMPENSATION AND								
	EMPLOYER'S LIABILITY								
	THE PROPRIETORS/ PARTNERS/EXECUTIVE OFFICERS ARE:								
A	Self Insured Retention		0350443	11/01/14	11/01/15	All Claims		\$ 100,000	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

Sunday, Dec. 6, 2015 Assembly area: Parking Lot 9 Palomar College Route: South on Comet Drive to Mission Road, east on Mission Rd to San Marcos Blvd., to parking lots at SM Gateway LLC and San Marcos Civic Center for disassembly.

**CERTIFICATE HOLDER**

Attn: Anna Maria Wright, Events Scheduler  
Palomar Community College & Palomar Community College District  
1140 W. Mission Road  
San Marcos, CA 92069

ACORD 25-S(1/95)



<b>ACORD</b> <small>TM</small> <b>CERTIFICATE OF LIABILITY INSURANCE</b>					DATE 08-22-15	
PRODUCER Hyland Group P.O. Box 1910 Carmel, IN 46082-1910  Phone No. 317-817-5000    Fax No. 317-817-5151				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: <b>Kiwanis International - All Clubs &amp; Their Members Insured Local Club:</b>  CLUB NAME: <u>KIWANIS CLUB OF SAN MARCOS, CA</u> <u>ATTN: CARRIE CLEVERS</u>  CLUB ADDRESS: <u>PO BOX 493, SAN MARCOS, CA 92079-0493</u>				COMPANIES AFFORDING COVERAGE  COMPANY A <b>Lexington Insurance Company</b>  COMPANY B  COMPANY C  COMPANY D		
<b>COVERAGES</b> 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.						
CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR OWNERS&CONTRACTOR'S PROT <input checked="" type="checkbox"/> AGG PER DISTRICT	0350443	11/01/14	11/01/15	GENERAL AGGREGATE	\$ 2,000,000
					PRODUCTS-COMP/OP AGG	\$ 2,000,000
					PERSONAL&ADV INJURY	\$ 2,000,000
					EACH OCCURRENCE	\$ 2,000,000
					FIRE DAMAGE (Any one fire)	\$ 100,000
					MED EXP (Any one person)	\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$3,000,000 Aggregate	0350443	11/01/14	11/01/15	COMBINED SINGLE LIMIT	\$ 1,000,000
					BODILY INJURY (Per person)	\$
					PROPERTY DAMAGE	\$
					AUTO ONLY-EA ACCIDENT	\$
					OTHER THAN AUTO ONLY	\$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				EACH ACCIDENT	\$
					AGGREGATE	\$
					EACH OCCURRENCE	\$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				AGGREGATE	\$
					EACH OCCURRENCE	\$
					AGGREGATE	\$
A	WORKERS COMPENSATION AND  EMPLOYER'S LIABILITY  THE PROPRIETORS/ PARTNERS/EXECUTIVE OFFICERS ARE: <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> <input type="checkbox"/> IN CL  <input type="checkbox"/> EXCL           </div>	0350443	11/01/14	11/01/15	WC STATU- TORYLIMITS	OTH- ER
	EL EACH ACCIDENT				\$	
	EL DISEASE-POLICY LIMIT				\$	
	EL DISEASE-EA EMPLOYEE				\$	
A	Self Insured Retention	0350443	11/01/14	11/01/15	All Claims	\$ 100,000
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS Sunday, Dec. 6, 2015 Assembly area: Parking Lot 9 Palomar College    Route: South on Comet Drive to Mission Road, east on Mission Rd to San Marcos Blvd., to parking lots at SM Gateway LLC and San Marcos Civic Center for disassembly.						
CERTIFICATE HOLDER  Attn: Anna Maria Wright, Events Scheduler Palomar Community College & Palomar Community College District 1140 W. Mission Road San Marcos, CA 92069  ACORD 25-S(1/95)						