

GIRL SCOUTS OF MONTEREY BAY
CERTIFICATE OF INSURANCE REQUEST FORM

Girl Scout Representative _____

Name
Telephone # _____ Troop/Group _____

Requester _____

Name _____

Street _____

City _____ State _____ ZIP _____

Telephone _____ (home) _____ (work)
_____ (Fax) _____ (e-mail)

Contact Person _____

Site Address (if different than above):

Street _____ City _____ State/ZIP _____

Is this a troop meeting place, day camp, council-wide activity, training site or other _____?

Date(s) of usage: From _____ To _____

Time(s) of usage: From _____ To _____

How many girls _____ and / or adults _____ attending?

Did requester ask to be named Additionally Insured? _____ YES _____ NO

(Mark the correct statement below)

- USE OF PREMISES FOR OFFICIAL GIRL SCOUT ACTIVITY
- USE OF PREMISES AS A FUNDING SOURCE

Return completed form to: Insurance Girl Scouts of Monterey Bay
10550 Merritt Street ,Castroville, CA 95012

Please allow two to three weeks for processing. The certificate will be mailed directly to the property manager. No acknowledgment will be sent to the Girl Scout Representative.

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Certificate of Insurance Request Procedures

A Certificate of Insurance/Proof of Insurance is generally requested by a school, church, shopping center or other site owner when use of their property is desired. A form has been developed for the purpose of making a request.

Complete the attached form and mail to the Council Service Center in Castroville. It will be processed and forwarded to the insurance company. If approved, they in turn will furnish the site owner with a Certificate of Insurance. The Girl Scout representative requesting the certificate will not receive any acknowledgment. The entire process takes approximately two weeks -- so plan accordingly.

Contract Information

When planning an activity involving use of non-council property or one that may require signing a contract, the leader should ask early whether a contract is involved. If so, obtain a copy, read it carefully and, if possible, discuss it with your membership development director before signing the document.

Hold Harmless Clause

"Hold harmless" in many cases, requires Girl Scouts of Monterey Bay to be totally responsible for financial reimbursement if an injury occurs. The council will furnish a Certificate of Insurance that guarantees coverage if a participant is injured, however, the site owner must also take responsibility for the property and facility by insuring that it is in good condition and safely maintained. **If the site is not safe, the Girl Scout representative should not sign a "hold harmless" agreement.**