Every college facility that is leased to off-campus organizations requires a certificate of insurance. This certificate is the responsibility of the Lessee and must be provided thirty (30) days in advance of the event.

You will not be allowed access to the facility without this document supplied in advance of your event date.

If you lease the Reed L. Buffington Visual & Performing Arts Center, Little Theater or Classroom, you are responsible for providing us with an insurance certificate.

The lessee is required to provide the College District with a certificate of insurance for public liability and property damage indemnifying the District. minimum coverage is $1,000,000.00. The District must be named as:

ADDITIONAL INSURED as follows:
"Chabot-Las Positas Community College District, it's trustees, officers, agents and employees."

CERTIFICATE HOLDER should read:
"Reed L. Buffington Visual & Performing Arts Center * 25555 Hesperian Blvd. * Hayward, Ca. 94545"