

SIERRA JOINT COMMUNITY COLLEGE DISTRICT  
Facilities & Operations Division Office

M E M O R A N D U M

FROM: Amanda Mellett  
Facilities Operations Division

SUBJECT: INSURANCE REQUIREMENTS

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The purpose of this memo is to explain the specific documents that the Sierra Joint Community College District requires from an organization using District facilities.

**Document One :** A Certificate of Liability Insurance for one million dollars minimum coverage. Certificate should be for a policy active during the date of use of facilities and must name Sierra College as Certificate Holder. If the document specifies the date of a certain event – the certificate is good only for that date and that event, certificates without specifics dates/events are valid for the term of the policy.

**Document Two:** An Additional Insured Endorsement naming Sierra College as additionally insured on the policy. Often times, an insurance company will try to add this endorsement at the bottom of the certificate – this is not valid for use of Sierra’s facility. We must have the separate form for this endorsement.

These documents should be received at least 10 days prior to your event and can be emailed to [amellett@sierracollege.edu](mailto:amellett@sierracollege.edu) or mailed to Sierra College Plant Operations 5100 Sierra College Blvd, Rocklin, CA 95677.

If you have any questions regarding these requirements feel free to contact us at (916) 660-7667.