

CERTIFICATE OF SITE INSURANCE REQUEST

To be completed, signed by troop/group leader

CERTIFICATE OF SITE INSURANCE (COI)

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. Please use this form to request a certificate of insurance.

To obtain site insurance, complete this form completely and mail, fax or e-mail to GSCCC. *The Girl Scout representative requesting the certificate will not receive any acknowledgment.* The entire process takes approximately three 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 in the planning process whether a contract is involved. If so, obtain a copy, read it carefully and, if possible, discuss it with your membership manager before signing the document.

HOLD HARMLESS CLAUSE

“Hold harmless”, in many cases, requires Girl Scouts of California’s Central Coast 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 ensuring 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.**

GIRL SCOUT REPRESENTATIVE

Name: _____ Troop/Group: _____
Telephone: _____ E-Mail: _____

CERTIFICATE TO BE ISSUED TO

Property Name: _____
Street Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____ E-Mail: _____
Contact Person: _____
Location Address (if different from above): _____
City, State, Zip: _____
Mailing Address (if different from above): _____
City, State, Zip: _____

SITE USE INFORMATION

Expected Dates of Usage: From: _____ To: _____

Use: Troop/group meeting Day camp Council-wide event Training
 Other _____

Did requester **ask** to be named Additionally Insured? Yes No

Additional information requested by property owner: _____

RETURN COMPLETED FORM TO

Girl Scouts of California's Central Coast
10550 Merritt St.
Castroville, CA. 95012

Fax (831) 633-4029

E-mail: insurance@girlscoutscoc.org

Allow three weeks for processing. The certificate will be mailed directly to the property manager/owner. No acknowledgment will be sent to the Girl Scout representative.