

REQUEST FOR LIABILITY INSURANCE

TO: San Francisco Bay Area Council #028
Boy Scouts of America
1001 Davis Street
San Leandro CA 94577-1514 (510) 577-9000 Fax: (510) 577-9002

FROM: Pack / Troop / Team / Crew / Post / Ship # _____ District _____
Name _____
Address _____
City _____ Zip _____
Phones: Home (_____) _____
Work (_____) _____ x _____
Fax (_____) _____
Cell (_____) _____

We are requesting a certificate of liability insurance in the amount of:
 \$500,000 \$1 million Other _____

Please read notes on back of this request before proceeding further 

Name of Property Owner (Certificate holder), and address: *

Address of property you are using (if different from above):

Purpose of usage: _____

Dates of usage: _____

Are you paying any kind of fee for use of this property: No Yes- _____

If yes, How much are you paying \$ _____; and is this the full fee or a discount

Is this use a service project Eagle project

Any other information you feel will be helpful: _____

* Certificates can be mailed to you faxed to you mailed to property owner faxed to property owner.

Please Note:

- ✓ SFBAC requires 5 working days to process the request.
- ✓ Most entities request an additional insured clause on the certificate such as: “The certificate holder is additional insured” This clause *cannot* be added if you are paying for the property or are doing a service project (such as an Eagle Project). Anytime the property owner is benefiting by your unit using their property, either financially or service, they must assume a portion of the liability.
- ✓ An endorsement cannot be produced for any certificate for any reason.
- ✓ Certificate year is March 1 through February 28.
- ✓ School districts are automatically issued at the beginning of March each year. You do not need to request one if it is for your normal weekly or monthly unit meetings.
- ✓ Open food items will not be insured. Packaged ice cream, canned soda, etc. are acceptable.
- ✓ Do not contact the National Office directly, all requests must go through your local council.