

# Request for Insurance Certificate

This form is used to request either an insurance certificate or to add a facility owner as an additional insured to the Federation's liability insurance policy. Often, the facility owner or organization name differs from the name of the facility which you are using or the location of that facility. **REMEMBER: Only dance activities are covered by this insurance.**

**Request date:** \_\_\_\_\_ (allow 30 days for processing)

## Club contact info

Club name: \_\_\_\_\_  
Contact person (name): \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

## Location of event

This is the actual facility name and street address where the dance will take place.

Facility name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

If dancing in a mall, in front of what store(s) are you dancing? \_\_\_\_\_

If more than one building, list all buildings to be used for dancing activities:  
\_\_\_\_\_

## Date(s) of event

Date	Time (if known)	Type of function
_____	_____	_____
_____	_____	_____

## Additional Insured certificate

**Complete this section if you need an "Additional Insured" certificate.** The information in this section pertains to the owner or organization who want their name(s) added to your liability insurance. This often differs from the name of the facility being used or the location of that facility.

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Send the completed form to  
Julith Neff, Insurance Chair  
16910 Judy Way  
Cerritos, CA 90703**

For information, contact  
Julith Neff, Insurance Chair  
562-881-9504  
insurance@SoCalFolkdance.org

# About Insurance Premiums

All Member Clubs of the Federation must have liability and accident insurance coverage meeting Federation requirements. Most member clubs purchase this coverage through the Federation. To participate in the Federation's insurance policy:

1. Keep an attendance log at each meeting or class. Everyone present must sign in. These logs must be retained for five years by your club. The insurance company reserves the right to examine the logs.
2. The Club shall maintain a membership roster as defined by its Constitution, By-Laws, or Standing Rules. If your Club has no specific membership definition, a roster of all those who participate in the Club activities at the time of renewal must be compiled from your attendance logs. The membership roster needs to include names of all members.
3. All members of the Club must be covered by insurance and listed on the roster; however, the Club is not required to pay to insure any of its members whose insurance premium is paid by another Club in the Federation. On the membership roster that your Club submits as part of its membership renewal package, identify any member that is insured by another Federation Club, and in each case, state the name of that other Club. **You must coordinate with other Clubs to ensure that each member is insured by at least one club** (and, obviously, preferably no more than one club).
4. Calculate your Club's insurance premium. **The minimum insurance premium is \$45.** This means that if you have fewer than 8 members (at \$5.80 per member), you still need to include the minimum \$45 insurance premium.
5. Some venues require an "additional insured" to be named on the insurance policy. If this applies to your Club, please include Form D (Request for Insurance Certificate) with your renewal package.
6. Any Club that elects not to obtain the required insurance through the Federation must provide evidence in writing proving that the Club has insurance coverage from another source that meets Federation requirements.