



**Standard Insurance Requirements**

This document states Portland Parks & Recreation’s (“PP&R”) standard insurance requirements for Non-Park Use of Park Property (“NPUP”) permittees and applies to anyone performing work on PP&R property. For more information, please contact the NPUP administrator at (503) 201-7817 or Npup.Parks@PortlandOregon.gov.

<b>NPUP Insurance Requirements</b>	
<p><b>Insurance Coverage and Documents:</b> <i>Applicants may request a reduction to coverage limits subject to PP&amp;R’s approval.</i></p>	<p><b>1. Insurance Coverage and Certificate of Insurance indicating:</b></p> <ul style="list-style-type: none"> <li>• Commercial General Liability: \$2M per occurrence, \$4M aggregate</li> <li>• Automobile Liability Insurance: \$2M</li> <li>• Proof of Workers’ Compensation Insurance</li> <li>• Any additional coverage required by PP&amp;R</li> </ul> <p><b>2. Additional Insured Endorsement</b></p>
<p><b>Certificate of Insurance (“COI”) Requirements:</b></p>	<p><b>Named Insured:</b></p> <ul style="list-style-type: none"> <li>• The legal name of the insured must match the NPUP permittee name.</li> </ul> <p><b>Insurance Policies:</b></p> <ul style="list-style-type: none"> <li>• Must be maintained through the term of the permit.</li> </ul> <p><b>Description of Operations/Locations/Vehicles:</b></p> <ul style="list-style-type: none"> <li>• PP&amp;R does not require the certificate to include information in the “Description” box. If information is included, it must be specific to the NPUP.</li> </ul> <p><b>Certificate Holder:</b> City of Portland Parks &amp; Recreation Attn: NPUP Administrator 1120 SW Fifth Ave. Rm. 858 Portland, OR 97204</p>
<p><b>Additional Insured Endorsement (“AIE”) Requirements:</b></p>	<p><b>Acceptable AIE Forms:</b></p> <ul style="list-style-type: none"> <li>• PP&amp;R generally accepts AIE forms CG 20 12, CG 20 26, or forms with similar language for NPUPs.</li> <li>• The AIE must include the corresponding Commercial General Liability policy number printed on the form.</li> </ul> <p><b>Additional Insured:</b></p> <ul style="list-style-type: none"> <li>• Must name “The City of Portland, its officers, agents and employees” as additional insureds or otherwise cover these parties or the governmental agency.</li> </ul> <p><b>Coverage:</b></p> <ul style="list-style-type: none"> <li>• Must apply with respect to operations performed by you or on your behalf. <ul style="list-style-type: none"> <li>○ PP&amp;R does not accept AIEs that apply with respect to work being performed on behalf of the additional insured for NPUPs.</li> </ul> </li> </ul>
<p><b>Exceptions:</b> <i>All exceptions to the standard insurance requirements are subject to PP&amp;R’s approval.</i></p>	<ul style="list-style-type: none"> <li>➤ <b>Self-Insurance:</b> PP&amp;R may accept self-insurance, though generally only for large governmental or corporate entities. To use a self-insurance program, you must provide a letter or certificate of self-insurance to PP&amp;R stating that you have the required coverage.</li> <li>➤ <b>Workers’ Compensation Exemption:</b> If you are a sole proprietor with no employees or are otherwise exempt from Workers’ Compensation Insurance, you must complete PP&amp;R’s Workers’ Compensation Exemption form or provide other documentation as required by PP&amp;R.</li> <li>➤ <b>Owner Controlled Insurance Programs:</b> If your business is covered by an Owner Controlled Insurance Program (“OCIP”), you must provide applicable documentation.</li> </ul>