



**City of Monroe  
806 W Main Street, Monroe WA 98272**

**For Special Events and Athletic Field Use**

**Liability Insurance and Additional Insured Language Requirements**

The City of Monroe requires that applicants for most special events and athletic field use and lessor's of city property provide evidence of commercial general liability insurance in a minimum amount of \$1,000,000 per occurrence, \$2,000,000 aggregate. Participant coverage is generally required for special events and athletic field use.

It is also required that the city be named as an additional insured on the applicant's liability policy for the duration of the activity on public property. An endorsement must be issued and accompany the insurance certificate. This is generally done on a CG 2012 form or a recognized equivalent.

The following language is preferred for the additional insured endorsement:

**“The City of Monroe, a municipal corporation for the State of Washington and/or its duly elected and appointed officials, any employee or authorized volunteer.”**

Questions may be directed to the Park & Recreation Administrative Assistant Denise Jacobsen @ [djacobsen@monroewa.gov](mailto:djacobsen@monroewa.gov) or 360-863-4559. The City of Monroe's mailing address is 806 W Main Street, Monroe WA 98272. The Parks & Rec. fax number is (360) 863-4601.