

### Non-Park Use of Park Property Permit Insurance Requirements

The following are the requirements for insurance certification needed from anyone doing work on Portland Parks & Recreation (PP&R) Property. Certificates of Insurance are required for any firm doing work on PP&R property – in conjunction with the required Non-Park Use of Park Property Permit - whether they are being permitted directly by PP&R or are a subcontractor to someone being permitted.

<b>A complete application includes the following insurance information from all firms doing work on Park Property (both contractors and subs)</b>	
Insurance	Certificate of Insurance indicating: <ol style="list-style-type: none"> <li>1. Proof of Workers Compensation Insurance</li> <li>2. Current Commercial General Liability Coverage</li> <li>3. Automobile Liability Insurance</li> </ol>
Details	The Certificate must include the following things: <ul style="list-style-type: none"> <li>○ Coverage for “The City of Portland, its officers, agents and employees” as additional insured.</li> <li>○ Specific reference to your project and the park by name in the comments section.</li> <li>○ Attach additional insured endorsement form (CG2012 or similar).</li> <li>○ The Certificate Holder must be listed as either Portland Parks &amp; Recreation, or the City of Portland, at the address as listed below.</li> <li>○ Coverage limits must be equal to or exceed the following:               <ul style="list-style-type: none"> <li>➢ \$2,000,000 for personal injury to each person,</li> <li>➢ \$2,000,000 for each occurrence, and</li> <li>➢ \$2,000,000 for each occurrence involving property damage;</li> </ul> </li> <li>OR               <ul style="list-style-type: none"> <li>➢ A single limit policy of not less than \$4,000,000 covering all claims per occurrence.</li> </ul> </li> <li>○ Automobile insurance coverage for any damages or injuries arising out of the use of automobiles or other motorized vehicles by the Permittee and its contractors, if any.</li> <li>○ 30 days written notice to the certificate holder in the case of cancellation of the policy before the expiration date.</li> </ul>
Exceptions	<ul style="list-style-type: none"> <li>○ If your organization is self-insured, we need a letter or Certificate stating so, demonstrating that you have coverage in the required amounts.</li> <li>○ If you are a sole proprietor with no employees, or if you otherwise claim to be exempt from Workers Compensation Insurance, you will need to complete the City's Workers' Compensation Questionnaire.</li> <li>○ If your firm is being covered by an Owner Controlled Insurance Program (OCIP) please provide documentation to that affect.</li> </ul>

**Certificates of Insurance can be mailed or faxed to:**

Portland Parks & Recreation  
Real Property Services Administrator  
1120 SW Fifth Avenue, Room 1302  
Portland, Oregon 97204  
Fax 503-279-3966

For more information about the requirements for construction-related work on PP&R property, please contact Stephen Bouffard at 503-823-7720 or [stephen.bouffard@portlandoregon.gov](mailto:stephen.bouffard@portlandoregon.gov).