



## Procedures for Completing Use Agreements and Obtaining Certificates of Insurance

### Guidelines

1. I need at least 3 weeks to complete the process
2. On the use agreement application, the renter or organization **must** be listed as:  
**UC Regents/Santa Cruz County 4-H**, the person in charge should be Mark Bolda and the office address and phone number should be listed as the contact information (1432 Freedom Blvd, Watsonville, CA 95076, 831-763-8040, mpbolda@ucdavis.edu).
3. **Never** sign a use agreement application; this will be done through the office. If your name is on it or you sign it, you will be the one liable in the event of a mishap.
4. If you are having multiple events at the same facility, one application and certificate of insurance can be issued as long as all of the dates and times are identified.
5. It is up to the facility you wish to use to initiate the process.
6. Requests need to come from the renting agency on official letterhead with their official paperwork.

### Steps

1. Fill out use agreement initiation form and send in with use agreement or rental agreement to the UCCE Santa Cruz County office c/o Teresa Battle, Division Secretary.
2. Paperwork is reviewed and hold harmless language is amended.
3. Paperwork is sent back to agency to do the following:
  - a. Sign Amendment B agreeing to UC hold harmless language
  - b. Sign amended use agreement or rental agreement
  - c. Identify insurance coverage levels
4. Once the agency has returned the above items to the office, a request for Certificate of Insurance is made.
5. All paper work is sent to the University of California Davis Risk Management Office for review and approval.
6. If acceptable, the certificate of insurance is provided.
7. The Certificate of Insurance is mailed to the County office.
8. The County Director signs off on the use agreement and amendment.
9. Copies are made and the original paperwork is sent back to the agency.

### Tips

1. Step 3 is where the process slows down, as agencies do not return paperwork in a timely fashion.
2. The County Division Secretary is the office contact for all use agreements and for obtaining a Certificate of Insurance.

The County Director makes every attempt to sign off on the paperwork within the week of receiving it back from Risk Management. However, out of town University business may delay things.