



To Whom It May Concern:

Thank you for planning your event at Cañada College. In order to formalize the application process, you will need to complete the enclosed facilities application. Once you have completed the application, please mail the original or fax back to me as soon as possible to the address listed below.

In order to rent the college's facilities you will also need to provide a certificate of Comprehensive General Liability Insurance as described below:

1. \$ 2,000,000 combined Property and Liability Coverage **per Occurrence**
- OR**
1. \$ 2,000,000 combined Property and Liability Coverage, and
 2. \$ 4,000,000 aggregate coverage.

San Mateo County Community College District will need to be named as both the **certificate holder** and as **additionally insured** for the date(s) of the event.

If you have any questions or need additional assistance, please feel free to contact me at (650) 306-3271.

Sincerely,

Rachel Corrales
Facility Coordinator

Cañada College
4200 Farm Hill Boulevard Redwood City, CA 94061
(650) 306-3271 Fax (650) 306-3171