

**APPLICATION FOR INSURANCE COVERAGE UNDER THE  
NEIGHBORHOOD COALITION OF LAKE OSWEGO, LLC  
LIABILITY POLICY**

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Name of Neighborhood Association:

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Contact Person & Phone #:

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Date & Hours of Meeting(s) or Event(s):

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Description of Meeting(s) or Event(s):

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Location of Meeting(s) or Event(s) – Include Complete Address (City, State, Zip):

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Certificate of Insurance Required?

YES  NO

Name of Organization Requesting Certificate of Insurance, Name of Contact, Address, Email and Phone:

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If **vendor** is being used to supply food or activity, a Certificate of Insurance (sample attached) must be requested and the Neighborhood Coalition of Lake Oswego, LLC (NCLO) must be named as an additional insured on the vendors insurance policy with indication of same on the insurance certificate.

No alcohol is permitted to be served or consumed at any neighborhood event. In addition, the following activities are **not** permitted at any neighborhood event: contact sports, use of mechanical devices, merry-go-rounds, hot air balloons, dunk tanks, etc. unless prior approval is given and a Certificate of Insurance naming the NCLO as an additional insured has been received and approved by the NCLO. This is different than the certificate of insurance provided by the NCLO.

I/we, the applicant for the neighborhood association have read and understand all of the above conditions. We agree to abide by the guidelines and conditions as stated.

\_\_\_\_\_  
Neighborhood Association Representative  
(Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Neighborhood Coalition

\_\_\_\_\_  
Date

## ADDITIONAL INFORMATION

### General Liability Policy:

What is covered?

- Board meetings, general events where the board or group meets, and places they rent or hold other functions at.
- It is to cover, Advertising Injury/Personal Injury- from a libel/slander standpoint, Bodily Injury/Property Damage- if someone slips and falls due to NCLC's negligence or NCLC damages a third parties property, and then Medical Expense coverage- a small sublimit to prevent a larger bodily injury liability claim, so this triggers and offers to pay no fault medical promptly.

### Accidental Injury Policy

What is covered?

- Medical and some disability payments if a volunteer were injured while serving at the Ivy Pull event sponsored by the NCLC [or its member entities, per NCLC approval]. Extra level of coverage to help with any injury that MAY occur, and the volunteer either doesn't have medical insurance or they don't have adequate coverage or can't afford to pay their deductible. In lieu of that volunteer coming after the NCLC this policy responds and helps to avoid a liability claim or emotional situation with out of pocket expenses for both parties.
- Coverage applies for up to 100 or so volunteers.

*This is a brief overview of what the policies cover and is subject to change. Please contact the NCLC chair or staff for more detailed information on the policies.*

Neighborhood Coalition of Lake Oswego

Robert Ervin, Chair

[bobandmignon@comcast.net](mailto:bobandmignon@comcast.net)

(503) 803-9180

### **Return completed application to:**

Iris McCaleb

City of Lake Oswego

PO Box 369

Lake Oswego, OR 97034

[imccaleb@lakeoswego.city](mailto:imccaleb@lakeoswego.city)

This form and additional information are available at:

<https://www.ci.oswego.or.us/planning/neighborhood-association-insurance>