CITY OF TORRANCE

COMMUNITY SERVICES DEPARTMENT
Administrative Services Division

John Jones
Community Services Director

Jason Minter
Senior Business Manager
(310) 781-7559
JMinter@TorranceCA.Gov

Dear Park Facility User:

Thank you for your interest in reserving a facility through the Torrance Community Services Department.

A certificate of insurance is required to reserve any park and recreation facility. The insurance specifications are as follows:

- **Liability insurance in the amount of One Million Dollars is required.**
- The certificate of insurance must be filed with the Torrance Community Services Department, Facility Booking Office before the date of the event.
- Additional insured language must be included and read as follows:

  "THE CITY OF TORRANCE, THE CITY COUNCIL AND EACH MEMBER THEREOF, AND EVERY OFFICER AND EMPLOYEE OF THE CITY, AND EVERY MEMBER OF BOARDS AND COMMISSIONS" shall be named as additional insured on said policies.

Please forward the certificate of insurance to:

Torrance Community Services Department
Attention: Facility Booking Office
3031 Torrance Boulevard
Torrance, CA 90503

Should you have any questions or concerns, please feel free to contact Patsy Beahan, Facility Booking Specialist at (310) 618-5982.

Sincerely,

JOHN JONES
COMMUNITY SERVICES DIRECTOR

By_____
Jason Minter, Senior Business Manager

cc: John Jones, Community Services Director
file

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