



ROCKFORD PUBLIC LIBRARY  
215 N. Wyman St.  
Rockford, IL 61101  
815-965-6731  
815-965-0866 FAX

Submit this completed form in one of the following ways:  
mail to Rockford Public Library at 215 N. Wyman St., Rockford, IL, 61101,  
email to [CommunityRelations@rockfordpubliclibrary.org](mailto:CommunityRelations@rockfordpubliclibrary.org), or fax to 815-965-0866.

## CERTIFICATE OF INSURANCE REQUEST

**REQUIREMENT:** Rockford Public Library requires individuals/groups renting the facility and/or working at the facility to furnish proof of coverage at the levels listed below.

General Liability Insurance	\$1,000,000 each occurrence \$2,000,000 aggregate
Umbrella Liability	\$1,000,000
Worker's Compensation	Per statutory limits

### USER/CONTRACTOR INFORMATION:

Organization/  
Individual \_\_\_\_\_

Contact Person \_\_\_\_\_ Telephone: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State/Zip Code

### INSURANCE INFORMATION:

Insurance Company \_\_\_\_\_

Address \_\_\_\_\_

Agent's Name and Telephone \_\_\_\_\_

**IMPORTANT: You must provide a Certificate of Insurance issued by your insurance company detailing your coverage limits, which lists Rockford Public Library and the Board of Library Trustees of the City of Rockford, as additional Insureds. Please forward this Certificate to the attention of Anthony Cortez, Rockford Public Library, 215 N. Wyman St., Rockford, IL 61101.**