

Insurance Verification Form  
Revised 2-26-07

**TO:** All Groups Using Olympic Lutherhaven

**FROM:** Lutherhaven Board

**RE:** Insurance Verification Form

Each member/non-member church or organization using this facility must have an **Insurance Verification Form** on file with us indicating that your insurance coverage is current and showing Olympic Lutherhaven as "Additional Insured" Certificate Holder. One form should be valid for each/all events held by your group at Olympic Lutherhaven annually.

Generally, a call to your agent is all that is required; they will then send us a standard form directly. A blank form and sample is attached for your reference/use if you wish. Please be sure the form is received by the Caretakers a minimum of two weeks prior to your event!

Thank you for your prompt attention to this matter.

OLYMPIC LUTHERHAVEN