



COMMUNITY CENTER RENTAL APPLICATION

540 C Street | Waterford, CA 95386 | (209) 874-2328

Please use this application to submit your request to rent City of Waterford's Community Center. In order to reserve the facility for private special events, the Rental Application, rental fees and security/damage deposit **MUST** be submitted and paid in full a minimum of thirty (30) days prior to event date(s).

If the date of the event(s) is in less than thirty (30) days, the rental fees and security/damage deposit are payable upon submission of the application.

Applications, deposits and rental fees must be submitted by the applicant. Submissions by third-parties will not be accepted. Submission of this application does not guarantee rental of facility. Do not advertise your event or order/print any invitations prior to receiving final sign-off from City personnel.

<i>City Staff Use Only</i>	
Reservation Date: _____	
Deposit Amount:	Date Due:
Rental Fee Amount:	Date Due:
Setup Fee Amount:	Date Due:
Insurance Certificate Due: _____	
Security Contract Due: _____	
ABC License Due: _____	
Walk-Thru Date & Time: _____	

Applicant Name/Person Responsible: _____

Name Of Group/Organization: _____ Tax Id# (Non-Profits Only): _____

Phone: _____ Cell Phone: _____ Email: _____

Address (City/State/Zip code): _____

Reservation Date: _____ Pre Set-Up Date (Additional Fee \$113.00): _____

Event Name/Type: _____ Start Time: _____ End Time: _____

Estimated Attendance (200 Max): _____ Estimated Age Group: _____

Is this a fundraising event?	Yes	No	
Will there be an admission, charge or donations?	Yes	No	
Will alcoholic beverages be served? <i>*see requirements</i>	Yes	No	
Will alcoholic beverages be sold? <i>*see requirements</i>	Yes	No	
Will you be renting equipment from a third-party?	Yes	No	
Will you have decorations?	Yes	No	
Will the attendees be younger than 21 years of age?	Yes	No	
Will entertainment be provided?	Yes	No	If yes, describe _____

Please sign below to confirm that the information contained on this application is accurate.

Signature of Applicant: _____ Date: _____

All the required documentation has been received and this reservation is confirmed.

Signature of Staff: _____ Date: _____

Deposit Received:	Yes	No	Deposit Amount Paid:	Date Received:	
Rental Fee Received:	Yes	No	Rental Fee Amount Paid:	Date Received:	
Set Up Fee Received:	Yes	No	N/A	Setup Fee Amount:	Date Received:
Security Contract Received:	Yes	No	N/A	Security Company:	Date Received:
Insurance Received:	Yes	No	ABC Permit #:	Date Received:	

1010-000-2510 Deposit Refund:

Event Notes:



**COMMUNITY CENTER
FACILITY RENTAL FEE SCHEDULE**
540 C Street | Waterford, CA 95386 | (209) 874-2328

RESIDENT	Mon-Thurs Days	Mon-Thurs Evenings	Fri-Sun
RENTAL FEE	\$112.50	\$225.00	\$450.00
DAMAGE/SECURITY DEPOSIT - NO ALCOHOL	\$400.00	\$400.00	\$400.00
DAMAGE/SECURITY DEPOSIT - ALCOHOL	\$600.00	\$600.00	\$600.00
PRE-SETUP FEE <i>(If setup is needed evening before event)</i>	\$ 28.00	\$ 56.00	\$113.00
HOURLY <i>(2 hour minimum)</i>	\$ 30.00	\$ 30.00	N/A

NON-RESIDENT	Mon-Thurs Days	Mon-Thurs Evenings	Fri-Sun
RENTAL FEE	\$600.00	\$600.00	\$600.00
DAMAGE/SECURITY DEPOSIT - NO ALCOHOL	\$400.00	\$400.00	\$400.00
DAMAGE/SECURITY DEPOSIT - ALCOHOL	\$600.00	\$600.00	\$600.00
PRE-SETUP FEE <i>(If setup is needed evening before event)</i>	\$150.00	\$150.00	\$150.00

NON-PROFIT	1 x per Month	2 x per Month	Weekly	Per Meeting Mon-Thurs	Fri-Sun Events
RENTAL FEE	\$200.00	\$250.00	\$400.00	\$30/HR	\$150.00
DAMAGE/SECURITY DEPOSIT	Waived	Waived	Waived	Waived	\$150.00

CITY OF WATERFORD EMPLOYEE	Mon-Thurs Days	Mon-Thurs Evenings	Fri-Sun
RENTAL FEE	\$30/HR	\$30/HR	\$30/HR
DEPOSIT	Waived	Waived	Waived

RENTAL FEES

The rental fee is due thirty (30) days before the event. Applicants may be subject to eviction, loss of security deposit, and loss of future facility use privileges if the rental fees are not paid when due. If date of event is less than thirty (30) days in advance, both the rental fees and the security deposit are due at the time of application.

CANCELLATION POLICY

An admin fee of \$50.00 will be deducted from the deposit if canceled within 15 days of the event. If canceled less than 7 days prior to event, the entire deposit will be forfeited.

SECURITY/DAMAGE DEPOSIT

A security/damage deposit is required in order to confirm the reservation and is payable upon signing the application. This deposit is refunded approximately two (2) to three (3) weeks after your event, provided that all facility rules are followed and the facility is left in the same condition it was found prior to your event. The security deposit must be submitted with the Facility Rental Application in order to reserve the facility on the requested date.

Payment of rental fees, security deposits and applications made on behalf of a renter by a third-party will not be accepted.



COMMUNITY CENTER RULES & REGULATIONS

540 C Street | Waterford, CA 95386 | (209) 874-2328

By signing the Facility Rental Rules & Regulations you are confirming that you have read and understand all information contained herein. The following rental policies outline the conditions for the use of City of Waterford facilities. All City facilities are governed by these general rules, in addition to specific conditions for each facility.

- _____ Initials

1. Application Requirements - Applicants must be at least 18 years of age. Waterford residents must provide valid proof of residence (i.e. California I.D. or utility bill in the applicant's name) to qualify for the resident rate. Facilities may not be reserved more than one (1) year in advance. When facilities are not in use for scheduled activities, and are available to the public for rent, then use of facilities is available on a first come, first serve basis. In order for the reservation to be approved, the *Rental Application*, *Facility Rental Rules & Regulations*, *Renter Clean-Up Responsibilities*, and *Alcohol Management Policy* (if applicable) must be signed by the renter. Payment of rental fees, security deposits and applications made by a third-party on behalf of a renter will not be accepted.
- _____ Initials

2. Reservation Status - The approval process takes a maximum of ten (10) working days once the application, deposit and insurance has been received. City personnel will review applications and notify the applicant of approval. Do not advertise your event or order/print any invitations prior to receiving written approval. A rental reservation is considered binding only after the Facility Rental Agreement has been signed by the rental applicant and approved by City personnel.
- _____ Initials

3. Rental Fees - The rental fee is **due thirty (30) days before** the event. Applicants may be subject to eviction, loss of security deposit, and loss of future facility use privileges if the rental fees are not paid when due. A separate security/damage deposit is due at time of application. If date of event is less than 30 days in advance, both the rental fees and security deposit are due at the time of application.
- _____ Initials

4. Security/Damage Deposit - A security/damage deposit is required in order to confirm the reservation and is **payable upon signing of the application**. This deposit is refunded approximately two to three weeks after your event, provided that all facility rules are followed and the facility is left in the same condition that it was found prior to your event. The decision of whether the deposit shall be refunded is solely up to the City of Waterford and the deposit will not be refunded until the facility has been inspected by City personnel. The security/damage deposit must be submitted with the *Facility Rental Application* in order to reserve the facility on the requested date.
- _____ Initials

5. Indemnity/Hold Harmless Agreement - Undersigned shall indemnify, defend, and hold harmless the City, its officers, employees, agents and volunteers from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable legal counsels fees and costs of litigation, arising out of the Undersigned's performance of its obligations under this agreement or out of the operations conducted by Undersigned, except for such loss or damage arising from the sole negligence or willful misconduct of the City. In the event the City indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Undersigned's performance of this agreement, the Undersigned shall provide a defense to the City indemnitees, or at the City's option, reimburse the City indemnitees their costs of defense, including reasonable legal counsels' fees, incurred in defense of such claims.
- _____ Initials

6. General Liability Insurance - The undersigned shall maintain general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury, and property damage. Undersigned™s general liability policies shall be endorsed to provide that City and its officers, officials, employees, and agents shall be additional insureds under such policies. When alcohol is being served or sold at any permitted facility, it is mandatory that the General Liability Policy include Liquor Liability Coverage.

_____ Initials
- 7. Insurance** - A certificate of insurance is required for all events and **due ten (10) days prior** to the rental date. The City of Waterford requires comprehensive public liability and property damage insurance with a combined single limit of at least one million dollars (\$1,000,000), issued by a company licensed to provide such coverage in the State of California, insuring against all liability arising out of the use of the facility. **The City of Waterford shall be listed as an additional insured on the policy and certificate.**

- _____ 8. **Alcohol Policy** - Alcoholic beverages may be served to persons over the age of 21 under the terms and conditions consistent with the applicable laws of the State of California, as long as the applicant abides by the *Alcohol Management Policy* to be provided to, and signed by, the applicant separately as part of the rental application process.
Initials
- _____ 9. **Security Requirements** - Events with alcoholic beverages will be required to have assigned security officers, as outlined in the *Alcohol Management Policy* to be provided to, and signed by, the applicant separately as part of the rental application process.
Initials
- _____ 10. **Cleaning** - The facility shall be cleaned and vacated by the end time indicated on the *Rental Application*. Cleaning shall consist of sweeping, cleaning and mopping the floors, removing all trash and decorations from the interior and exterior of the building and the surrounding area, turning off all lights and locking all doors securely, depositing all trash into the dumpster located at the back door of the Community Center, and thoroughly cleaning the restrooms (including trash cans). The rental applicant is responsible for removal of all personal articles, including leftover food, decorations, etc. All table tops, chairs, countertops, and any appliances used must be wiped clean. A broom and mop will be provided by the City; all other cleaning supplies, including trash bags, shall be provided by the applicant. If it becomes necessary for City personnel to do extensive cleaning, there will be a corresponding deduction from the security/damage deposit, as determined by the City of Waterford in its sole discretion.
Initials
- _____ 11. **Condition of Facility** - City of Waterford personnel will do a walk-through of the facility with the applicant before the event and perform another check after the event. City staff will document any issues, and the applicant may forfeit a portion of the security/damage deposit if it is determined that damage has occurred or additional cleaning is needed. Damage and/or the need for additional cleaning will be determined by the City of Waterford in its sole discretion.
Initials
- _____ 12. **Equipment & Supplies** - City equipment may not be taken from the facility except to clean the outside of the Community Center (i.e., parking lot, picnic areas, etc.) There will be an inventory of tables, chairs, kitchen and cleaning utensils after each event. All equipment and supplies shall be cleaned and returned to their proper places before the event end time indicated on the *Rental Agreement*. Any loss or damage to such equipment, or failure to return them to their proper places, may result in forfeiture of some or all of the applicant's Security/Damage Deposit.
Initials
- _____ 13. **Decorations** - No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixture. No signs or banners may be affixed in the entryway of the facility without prior approval from City personnel.
Initials
- _____ 14. **Smoking** - Smoking, or engaging in the use of tobacco or tobacco-like products of any kind, and in any form, on any property owned and/or operated by the City of Waterford, is prohibited.
Initials

I _____ agree to abide by and enforce the rules, regulations and policies governing this facility as set forth by the City of Waterford. I understand that by signing this document, I accept all responsibility for any damages to the premises, furniture, equipment or grounds resulting from the use of the facility. I further agree that any violation of the *Facility Rental Rules and Regulations* can result in immediate cancellation of the reservation and forfeiture of all fees and deposits.

Signature of Applicant

Date



RENTER CLEAN-UP RESPONSIBILITIES

Community Center | 540 C Street | Waterford, CA 95386 | (209) 874-2328

Cleanup should be started at least 1 hour before your rental end time. The clean up of the Community Center is a large task. Be sure to have a designated group of 3-5 individuals for clean-up. Staff will verify the condition of the facilities during the pre-event walk-through and initial below.

Your cleaning responsibilities are:

CLEAN/
WORKING
CONDITION

- ___ Remove all decorations and event-related items from ceiling, tables, chairs, floors and walls
- ___ Remove all personal equipment and/or items rented. Delivery and removal of rental items are allowed only during rental hours, unless previously requested and approved by City personnel
- ___ Wipe off tables, chairs and return to storage room
- ___ Wipe off bar area
- ___ Place trash in bags and remove from building to outside dumpster
- ___ Replace all trash can liners
- ___ Sweep the floors in the:
 - ___ kitchen
 - ___ main hall
 - ___ lobby area
 - ___ both bathrooms
- ___ Make sure no food is left in oven, refrigerators, or sink drains
- ___ Wipe down all appliances used
- ___ Wipe down all the counters
- ___ Mop the floors in the:
 - ___ kitchen
 - ___ main hall
 - ___ lobby area
 - ___ both bathrooms
- ___ Mop storage area (if needed)
- ___ Remove any feet/shoe markings from walls
- ___ Remove all gum from floor and walls
- ___ Pick up any empty cups, bottles, cans, garbage, cigarette butts, etc. from outside community center and parking lot
- ___ Ensure toilets are in working order

You are responsible for the set-up and removal of all decorations and equipment used during your event. Decorations must be flame retardant material. **No confetti, glitter, rice, or any other small material is allowed in or around the facility. The use of fog machines, candles, open flame or pyrotechnics of any kind are prohibited. Nails, screws, scotch tape, duct tape, glue, staples, pins, etc. are not permitted.** Any damage to the floors, walls, equipment, landscaping, etc. Charges for any damage to the above-mentioned items will be determined at the discretion of City personnel.

Any additional staff time needed to clean the facility or repair or replace damages will be charged at 2 times the hourly rate and deducted from your Security/Damage Deposit. You will be billed for any damages not covered by your deposit.

I understand and agree to abide by the RENTER CLEAN-UP RESPONSIBILITIES.

Signature of Applicant


Date

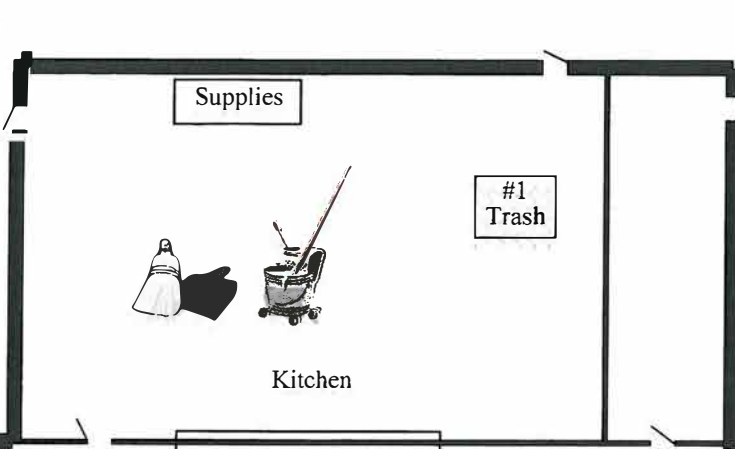
LEGEND

TB = Table

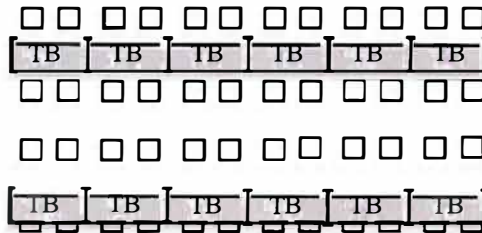
□ □ = Chairs

 = Sweep

 = Mop



1. Dump all trash in the dumpster.
2. Replace all trash can liners.
3. Sweep the floors in the kitchen, main hall, entry hall, and both bathrooms.
4. Set all tables and chairs as shown on the diagram.
5. Please clean all appliances used and clean and wipe down all counters in kitchen.
6. Mop the floors in the kitchen, main hall, entry hall, and both bathrooms.
7. Mop storage area if needed.
8. Please do not have any feet or shoe markings on the walls.
9. Remove all gum from floor and walls.
10. **LOCK ALL DOORS!!!**

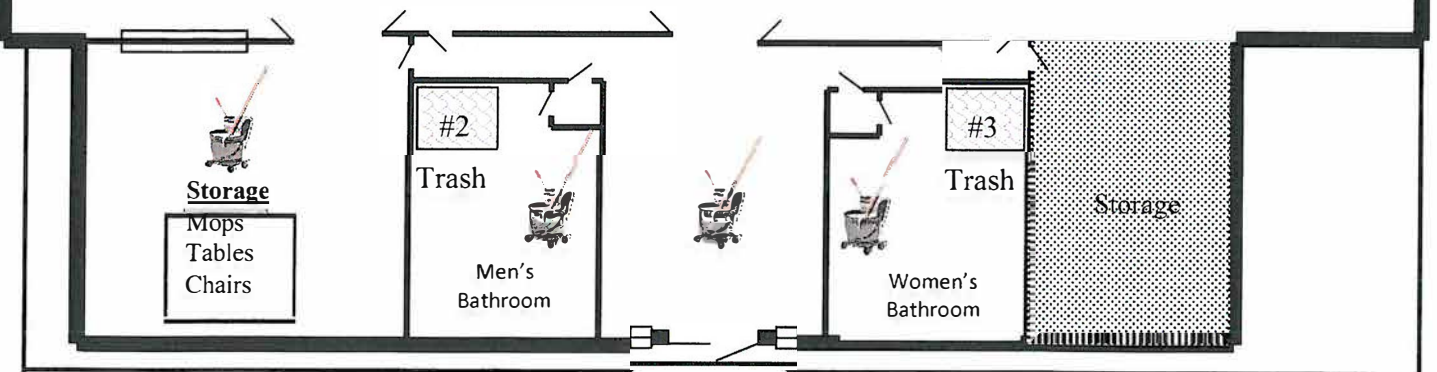


INCLUDED WITH RENTAL:

12 Round tables - 59"

16 Rectangular tables - L96" W30"

Seats 6 to 8 people per table





ALCOHOL MANAGEMENT POLICY

Community Center | 540 C Street | Waterford, CA 95386 | (209) 874-2328

Summary of Pertinent California State Laws Regarding Alcohol

- It is illegal to give, or sell, alcoholic beverages to any person under 21. This law applies to parents and other family members of minors.
- Identification as evidence of age must be issued by a government agency (state or federal).
- It is illegal to serve or sell alcoholic beverages to an obviously intoxicated person.
- It is illegal to be intoxicated in public.
- It is illegal to drive under the influence of alcohol or with a blood alcohol level of 0.8% or higher.
- One-day licensed alcohol servers/sellers must be 21 years of age or older.

Security Requirements

- Security is required at all events that serve and/or sell alcohol.
- The applicant is responsible for paying the security company directly for their services.
- Security is required at a ratio of one (1) guard for up to 100 people; two (2) guards for between 101-200 people.
- A fully executed contract for security must be provided to City personnel **at least two (2) weeks before the event date**.
- Failure to provide proof of arrangements for security before the deadline will result in cancellation of the event and the renter's security deposit will be refunded less a \$100 administrative fee.

Responsible Beverage Service Policies and Procedures

- Alcohol service must be stopped one hour before your event ends, which is one hour prior to your clean-up time.
- Only persons 21 years or older are permitted to serve alcohol and are not allowed to consume any alcoholic beverage prior to, or while serving alcohol.
- Consumption of alcoholic beverages is prohibited during set-up and clean-up time.
- Alcoholic beverages shall not be promoted in such a manner as to encourage over consumption. Self-service bars, drink contests, discounted drinks, and "all you can drink" offers are prohibited.
- City of Waterford reserves the right to close any event which violates the *Alcohol Management Policy* or poses a health or safety risk.

Alcohol Beverage Control License

- An Alcohol Beverage Control (A.B.C.) Licence must be provided if alcohol is to be sold during the scheduled activity: if a donation is requested or admission is by donation; if admission is charged; or if presale is charged for an event where alcohol is present.
- The A.B.C. License **must be on file with the City two (2) weeks prior to your event** and must be approved by City personnel. It is the responsibility of the applicant to contact Alcohol Beverage Control to obtain a license. Necessary licenses can be obtained from the Department of Alcoholic Beverage Control, Stockton District Office, 31 E. Channel Street, Room 168, Stockton, CA 95202; (209) 948-7739; stockton@abc.ca.gov.

Service to Minors

- Proof of age must be required for anyone appearing to be 30 years of age or younger. Age identification must be issued by a state or federal government agency, and must include date of birth, physical description, and photograph. Servers must confirm that the I.D. is that of the presenter.
- It is recommended that when the majority of event attendees are under the age of 21, alcoholic beverages not be served.

Food and Beverage Service

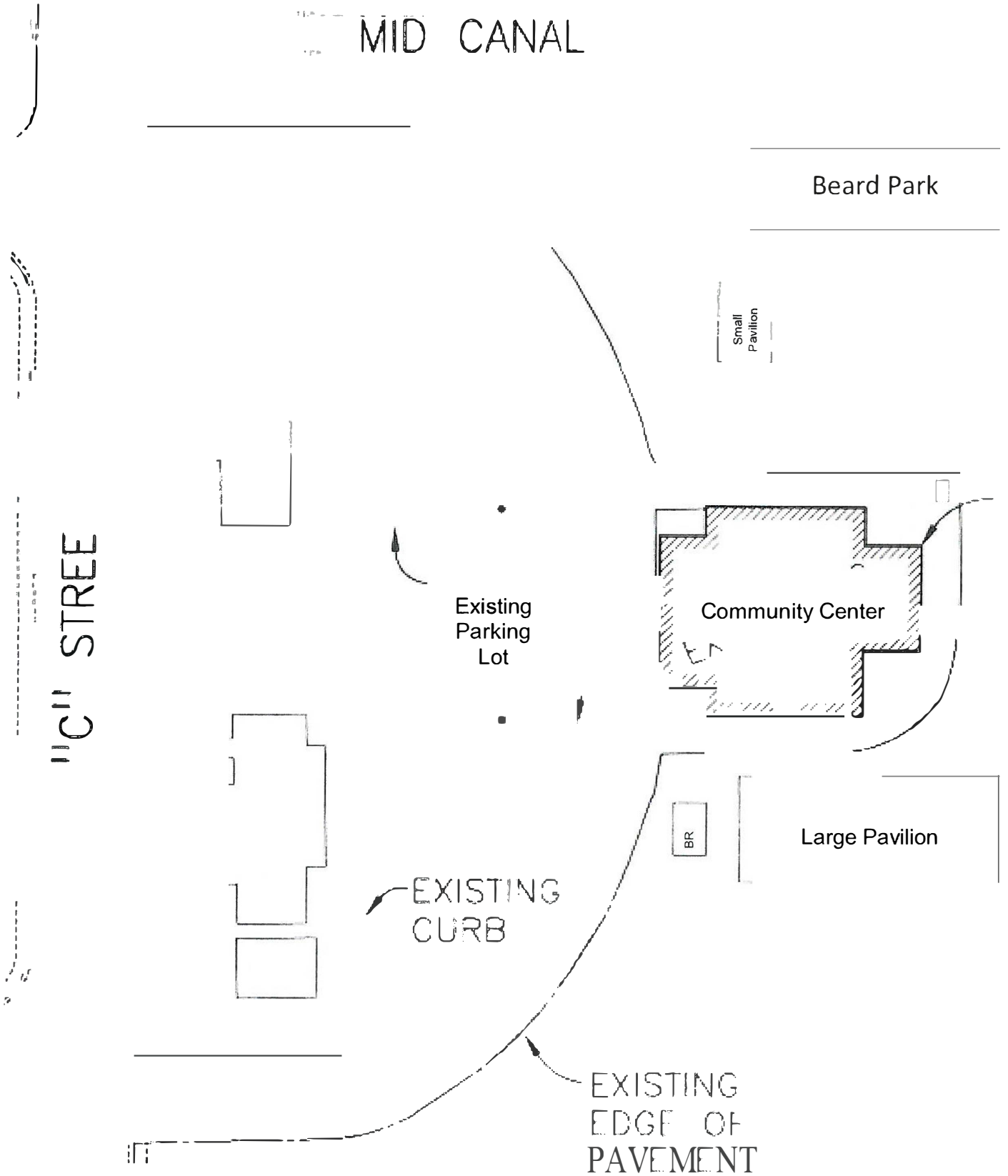
- Admission fees which include complimentary alcoholic beverages must also include complimentary food and non-alcoholic beverages.
- Food must be promoted and made available for the duration of any event where alcoholic beverages are sold or served.
- Non-alcoholic beverages (soda, juice, water, etc.) must be promoted and made available for the duration of any event where alcoholic beverages are sold or served.
- No alcoholic beverages may be brought into or taken out of the event by guests or participants.

Signature of Applicant: _____

Date: _____

COMMUNITY CENTER

540 C Street
Waterford CA 95386





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/01/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER SAMPLE INSURANCE INFO.	CONTACT NAME: INSURANCE SAMPLE		
	PHONE (A/C, No, Ext):	FAX (A/C, No):	
E-MAIL ADDRESS:			
INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURED SAMPLE CUSTOMER INFO. 540 C STREET WATERFORD CA 95386	INSURER A : LLOYDS SYNDICATE 2623		AA-1128623 82
	INSURER B : LLOYDS SYNDICATE 623		AA-1126623 18
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> HOST LIQUOR LIABILITY GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			EXAMPLE	03/01/2018	03/02/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED DEDUCTIBLE \$ 1,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
CERTIFICATE HOLDER LISTED BELOW IS NAMED AS ADDITIONAL INSURED PER ATTACHED CG 20 26 07 04.
ATTENDANCE: 200, EVENT TYPE: QUINCEANERA

CERTIFICATE HOLDER**CANCELLATION**CITY OF WATERFORD
COMMUNITY CENTER
540 C STREET
WATERFORD CA 95386

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
LILIANA HERNANDEZ

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
COMMUNITY CENTER 540 C ST WATERFORD, CA 95386
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.