



Virginia Department of Motor Vehicles  
 Post Office Box 27412  
 Richmond, Virginia 23269-0001  
 www.dmv.virginia.gov

## INDEMNIFICATION & HOLD HARMLESS AGREEMENT

Purpose: DMV uses this form to transfer responsibility and liability to the requestor using DMV property.

THIS AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_, a Virginia \_\_\_\_\_ with principal place of business at \_\_\_\_\_ (type of business, company, corporation, LTD, partnership, non-profit, etc.)

hereinafter called "The Requestor," and the Commonwealth of Virginia, Department of Motor Vehicles of the Commonwealth of Virginia, hereinafter called the "Commonwealth."

### WITNESSETH:

"The Requestor" has requested permission to use without compensation the facility (building/room/parking lot) identified as \_\_\_\_\_ located at \_\_\_\_\_ for the purpose of \_\_\_\_\_.

NOW, THEREFORE, the Commonwealth hereby permits "The Requestor" to use the above facilities for the stated purpose, and in consideration thereof "The Requestor" agrees as follows:

1. "The Requestor" will be responsible for allowing only those persons who are participants of the event/program access to the facilities.
2. The event/program will begin on \_\_\_\_\_ (date and time) and will continue through \_\_\_\_\_ (date and time)
3. "The Requestor" hereby agrees to the extent allowable under Virginia law to indemnify and save harmless the Commonwealth of Virginia and its officers, employees and agents from any and all costs, claims, and damages of whatever nature, including but not limited to attorney's fees, for injury or death to persons and damage to property, resulting from or caused by, directly or indirectly, the use of the property, the conducting of its event/program or anything which is in any manner connected with the permission herein given.
4. "The Requestor" will provide evidence of liability insurance coverage of not less than \$500,000 combined bodily injury/property damage, which is satisfactory to the Commonwealth and which shall name the Commonwealth, its officers, employees, and agents as additional insureds. The "Requestor" shall also maintain worker's compensation insurance on its employees participating in this event/program as required by law. The "Requestor" will provide to the Commonwealth, prior to beginning this event/program, Certificates of Insurance, in a form satisfactory to the Commonwealth, evidencing the required coverage. "The Requestor" will provide to the Commonwealth not less than 30 days written notice of cancellation of any required insurance coverage.
5. This permission is not assignable or transferable and is subject to cancellation at any time by any type of notice.

**REQUESTOR**

By: \_\_\_\_\_ (NAME) \_\_\_\_\_ (Title)  
 \_\_\_\_\_ (Signature)

**COMMONWEALTH OF VIRGINIA, Department of Motor Vehicles**

By: \_\_\_\_\_ (NAME) \_\_\_\_\_ (Title)  
 \_\_\_\_\_ (Signature)