



**Additional Guidelines and Requirements:**

It is important to ensure that any agreements, contracts include:

- A detailed itinerary, or agenda
- Statement of intent or scope of work
- Vendor list - each vendor will need to show proof
- Student permission slips with indemnification signature
- All food vendors must submit copies of their Food Copy of their Business License
- Comply with OEHS Checklist for Carnivals and Other inflatables, stages, etc ... ) Rentals - review and
- Different coverage and limits apply to (but not carefully):
  - o Valet Parking
  - o Inflatable & Equipment Vendors
  - o Carnivals, Fairs and Food Vendors
  - o Health Fairs/Medical Professionals
  - o Live Animal Vendors
  - o Athletics
  - o Aquatics/Swimming
  - o Boating Activities
  - o Fireworks
  - o Concerts
  - o Film
- Events with crowds of 100 or more people provide your cadre of volunteers and their designated area
- Contact LAUSD School Police to advise that an event is outside of normal school hours or to inquire on coverage on District Property by calling (213) 629-5600
- If event activities will take place on adjoining property, provide a copy of your Street Closure Permit from the City of Los Angeles
- All Self Insurance Programs need to be reviewed

**Additional Insured Endorsement:**

The Commercial General Liability Policy, Abuse and Molestation Policy must contain an Additional Insured Endorsement for the City of Los Angeles.

**LOS ANGELES UNIFIED SCHOOL DISTRICT & THE BOARD OF EDUCATION OF  
THE CITY OF LOS ANGELES  
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