



**LOS ANGELES UNIFIED SCHOOL DISTRICT**  
**Division of Risk Management and Insurance Services**  
**Risk Finance & Insurance Department**

**LAUSD INSURANCE GUIDELINES – SCHOOL CARNIVALS, SCHOOL FAIRS & FOOD VENDORS**

Please use this checklist as a guideline for School Fairs, School Carnivals, and Food vendors in order to safeguard District students, school site administrators, and others. Note that there are unique circumstances that may require additional coverage. If you have any questions regarding the insurance guidelines please contact Risk Finance at (213)241-0329 or email [riskfinance@lausd.net](mailto:riskfinance@lausd.net).

• **SCHOOL CARNIVAL, FAIRS AND FOOD - VENDORS**

**INSURANCE LIMITS:**

<b>COMMERCIAL GENERAL LIABILITY</b> Per	
Occurrence Limit	\$1,000,000
Personal & Advertising Injury	1,000,000
General Aggregate Limit	2,000,000
Products & Completed Operations	2,000,000
Aggregate Fire Damage (Any One Fire)	50,000
Medical Payments (Any One Person)	5,000

**ABUSE & SEXUAL MOLESTATION\***

Per Occurrence Limit	\$1,000,000
General Aggregate Limit	1,000,000

**\*Vendors that will be in contact (Non-Incidental) with youth (18 & under) will require Abuse & Sexual Molestation coverage.**

**COMMERCIAL AUTO POLICY\***

Combined Single Limit	\$1,000,000
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*\*All owned, hired and non-owned autos must be covered. If there are no owned autos a signed Commercial Auto Liability waiver is required.*

**WORKER'S COMPENSATION\***

Employer Liability	Statutory \$1,000,000
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*\*Sole proprietors with no employees are exempt from providing WC coverage, but must provide a signed waiver statement.*

Additional Guidelines and Requirements:

- All food vendors must submit copies of their ServSafe, Health Permit & Copy of their Business License
- Comply with OEHS Checklist for Carnivals and Other Events, and Equipment (including inflatables, stages, etc...) Rentals – review and approval
- The OEHS guidelines prohibit mechanical rides from being placed, located or operated on District Property.

The Commercial General Liability Policy, Abuse coverage, and the Commercial Automobile Policy must contain an Additional Insured Endorsement & Certificate Holder wording of:

**LOS ANGELES UNIFIED SCHOOL DISTRICT & THE BOARD OF EDUCATION OF  
THE CITY OF LOS ANGELES  
333 S Beaudry Ave, 28<sup>th</sup> Floor, Los Angeles, CA 90017**