



Risk Management & Insurance Services

REQUEST FOR APPROVAL OF OFF- SITE SPECIAL EVENT (OFF SITE=NON DISTRICT OWNED PROPERTY)

All other events please contact Leasing & Space Utilization – (213) 241-6785 or facilities-use@lausd.net

Date: _____

School Name: _____ E-mail: _____

Phone: _____ Fax: _____

Date(s) of Event: _____ Event Time: _____

Event Description: _____

Please check all that apply: After School Activity Animals Athletic Event BBQ Concert/performance

Cultural Classes Fireworks Food/Concessions Fundraiser Fairs/Festival/Carnival Health Fair

Inflatables/Jumpers Meeting Other: _____ (Please attach extra sheet if necessary)

Off-Campus Event Facility Name & Address: _____

Have you entered into any agreement, contract or permit? Yes No - If yes, **please forward a copy of the document with this request**.

Does the offsite facility require Proof of Insurance from LAUSD? No Yes

(If yes, attach request form <http://certificatesofinsurance.lausd.net/>).

Anticipated Total Event Attendance per Day: {Participants, Spectators, Staff and Guests}: _____

Date informed Local District _____ Name of Local District Person Notified: _____

Method of Contact: Phone Fax Person Email

➤ **PRINCIPAL SIGNATURE:** _____ **Date:** _____

Please forward completed request to Risk Management & Insurance Services

@ riskfinance@lausd.net or Fax (213) 241-8956

- See Checklist on reverse page

Allow 30 days to process the request. We will contact you if we have additional questions.

➤ **RISK MANAGEMENT APPROVAL:** _____ **Date:** _____

Request for Approval of Off Site Special Event

The information requested must be forwarded in order to continue with consideration of approval of this event. The District, Its board Members, Officers and individual Principals may be at risk for an adverse finding of liability in the event of an injury or accident during a special event.

Please provide our office with the information stated below regarding your school sponsored special event:

- Itinerary – detailed statement of ALL planned activities and participants
- Identify Event organizer and provide a list of Vendors/ Presenters, Food Concessionaires
- Certificate of Insurance - Standard insurance requirements (below): The actual insurance requirements will be determined by the nature and scope of your activity and is subject to change. *Please refer to LAUSD Insurance Guidelines by clicking here.*

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

- ❖ **Business Auto Liability Insurance** for owned, scheduled, non-owned or hired automobiles with a combined single limit of no less than \$1,000,000 per occurrence. If no company or organization autos will be used, then an **Auto Liability Statement** must be completed.
 - ❖ **Workers' Compensation and Employers Liability Insurance** in an amount covering full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws. Part A – Statutory Limits, Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employer Liability
- Sole proprietors or organizations with no employees** are exempt from providing Workers' Compensation and Employers Liability Insurance, but must provide a signed **Workers' Compensation Statement**.
- ❖ **Abuse and Sexual Molestation coverage** (applicable when youth are involved in any capacity)
\$1,000,000 per occurrence/\$1,000,000 aggregate

** FOOD TRUCK VENDORS MUST PROVIDE: Certificate of Insurance, ServSafe, Health Permit & a copy of their Business License

All Certificates of Liability Insurance must list LAUSD as the certificate holder and as an additional insured, SEE BELOW.

The Certificate Holder portion of the insurance certificate must be listed as follows:

Los Angeles Unified School District & the Board of Education of the City of Los Angeles
333 South Beaudry Ave, 28th Floor
Los Angeles, CA 90017

AND

Additional Insured Endorsement must be noted as follows:

The Commercial General Liability policy and the Commercial (Business) Automobile policy **must** contain an additional insured endorsement in favor of:

“Los Angeles Unified School District and the Board of Education of the City of Los Angeles”

If more than 100 participants, spectators, staff and guests a supervision plan is recommended.