

# Northshore School District

## **INSURANCE REQUIREMENTS CHECKLIST**

The following items are required in order to meet our minimum insurance requirements for building/field use:

- Coverage confirmation must be submitted on a "Certificate of Insurance" form.
- The Named Insured on the evidence of insurance must match the name on the contract.
- Commercial General Liability coverage including Bodily Injury, Personal Injury and Property Damage in the amount of \$2M per occurrence.
- Provide proof that Sexual Molestation insurance coverage is *included* in your General Liability policy.
- Liability coverage must be on an "occurrence" form.
- Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage is required.
- Professional Liability insurance with limits no less than \$1,000,000 limit per occurrence.
- Name "Northshore School District and its officials, agents and employees" as additional insured on the Commercial General Liability insurance policy. NOTE: *An Additional Insured endorsement must be issued by the carrier to effectively convey Additional Insured status to the Certificate Holder. In the event the insurance carrier authorizes the agency to issue an Additional Insured endorsement on its behalf, the NSD requires supporting documentation to accompany the agency-issued endorsement (SEE EXAMPLE ATTACHED).*  
PROVIDING THIS ADDITIONAL INSURED ENDORSEMENT IS MANDATORY!
- The Certificate shall provide the District with a minimum thirty (30) days written notice of any cancellation, suspension or material change in coverage.
- Malpractice insurance with minimum limits of liability of \$1,000,000.
- Workers' compensation coverage for your employees, volunteers, and/or independent contractors.
- Please use the following address for Certificate holder:  
*Northshore School District □ 3330 Monte Villa Parkway □ Bothell WA 98021*

### Support Services

Vanessa Greek, Facility Use Specialist  
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