

## **PERSONAL SERVICES CONTRACT & PROOF OF INSURANCE/HOLD HARMLESS**

As per Canfield Insurance and the State Auditor all service providers (i.e. dj's, etc) need to fill out a Personal Services Contract and either A) provide proof of insurance [preferred], or B) fill out the Hold Harmless Form (sent to each building to keep on file).

After the Personal Services Contract is signed and one of the other options for liability purposes is signed and attached, it comes to the District Office for the Superintendent's signature. The Contract will not be signed by the superintendent without one of the attachments.

The vendor needs to be aware of the requirement up front at the time the service is contracted and the necessary forms provided to them at the time the activity is approved either by the ASB or Building Principal.