



SAN MATEO-FOSTER CITY SCHOOL DISTRICT

TO: Organizations Using the Facilities at the San Mateo- Foster City Schools and District Offices

From: Ana Almen, Business Services Department

Subject: Insurance Requirements

In compliance with the San Mateo-Foster City School District (District) standard insurance requirements in Facilities Use Agreement, please provide evidence of current insurance (as described below), prior to the use of the schools and/or District facilities. Facilities use approvals are withheld pending compliance with insurance requirements.

CERTIFICATE OF INSURANCE AND ENDOSEMENT:

1. Minimum amounts: \$1,000,000 per occurrence
The Certificate of Liability must contain **General Liability, Automobile Liability** and **Worker's Compensation**.
2. Special Endorsement (**SEE PAGE 2 ON THE REVERSE OF THIS PAGE**)
Must be attached to the certificate of liability to include the District as Additional Insured and it must be in the form of **actual endorsement to the policy** and not just shown on the certificate of insurance.
3. **The Certificate Holder must be:**
San Mateo-Foster City School District
1170 Chess Drive
Foster City, CA 94403
4. **All Certificates must be sent to:**
San Mateo-Foster City
Attn. Business Services
1170 Chess Drive
Foster City, CA 94403



SAMPLE OF ENDORSEMENT

POLICY NUMBER: XXXXXXXX

**THIS ENDORSEMENT CHANGES THE POLICY,
PLEASE READ CAREFULLY.**

**ADDITIONAL INSURED – OWNERS, LESSEES, OR CONTRACTORS
(FORM B)**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE
PART AUTOMOBILE LIABILITY COVERAGE PART**

SCHEDULE

Name of Person or Organization:

**The San Mateo-Foster City School District, its elected and appointed
officials, employees and agents are named as additional insured.**

**This insurance shall apply as primary insurance as respects any Person,
Organization, Partnership, or Joint Venture named above, and any other
insurance available to such Person, Organization, Partnership, or Joint
Venture shall be excess and not contributory with the insurance afforded by
this policy.**