



Risk Management

MUSD INSURANCE REQUIREMENT

It is important to ensure any agreement, contracts or facility use request include a detailed information, agenda or scope of work to accurately meet the insurance required by the District. This notice is provided as a reminder that your agreement requires that you procure and maintain certain insurance in effect and provide proof satisfactory to the District of the required insurance, including a **certificate of insurance** and any **required endorsements**:

1. **Certificate of Liability Insurance (ACORD 25)** signed by the insurer's representative.
 - a. List the "Certificate Holder" as follows:
Manteca Unified School District
Attn: Risk Management Department
P.O. Box 32
Manteca, CA 95336
 - b. Comprehensive General Liability with limits of \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate is required.
 - c. 30-day **written** Notice of Cancellation is required.
 - d. Proof of Workers' Compensation (waiver of subrogation as to the required insurance).
 - e. Proof of Professional Liability, if applicable, indicating Sexual Abuse & Molestation Coverage with limits of \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate is required.
2. **Additional Insured Endorsement (Form Number CG 2026)** - Additional Insured – Owners, Lessees or Contractors, Scheduled Person or Organization or its direct equivalent **must** accompany the Certificate of Liability Insurance. Please note the following:
 - a. List the "Additional Insured" as follows:
Manteca Unified School District, its Governing Board, its Officers, its Agents, its Employees, and its Volunteers are named as additional insured with the respects to Liability.
 - b. Coverage shall be **Primary and Non-Contributory** with respect to general liability.
 - c. **Waiver of subrogation** for workers' compensation shall be included if vendor has employees.
 - d. **Additional insured endorsements MUST indicate the effective date, policy number, and the name of the insurance carrier.**

If you have any questions, please call Risk Management. Thank you.