

SALINAS CITY ELEMENTARY SCHOOL DISTRICT

Maintenance Department
39 Clark Street • Salinas, CA 93901
Phone: (831) 753-5693 • Fax: (831) 753-5208

USE OF DISTRICT FACILITIES Liability Insurance Requirements for Use of Facilities

Permittee must provide the Salinas City Elementary School District with primary liability insurance coverage under a policy of the Permittee. This insurance must be supplied by the Permittee. This coverage must be of a certificate issued by the insurance carrier of the Permittee (*see copy attached*) and must contain the following:

- A. Endorsement to the policy for the inclusion of the Salinas City Elementary School District, herein know as SCESD and its officers, representatives, agents, volunteers and employees as additional insured as respects to work or operations in connection with any agreement/contract with SCESD.
- B. All insurance companies offering coverage shall provide thirty (30) day written notice by certified or registered mail to the Facility Department should the policy be canceled or reduced in coverage before the expiration date. For the purposes of this notice requirement any material change prior to expiration shall be considered cancellation. A statement on the insurance certificate which states that the insurance company "will endeavor to notify the certificate holder" but failure to mail such notice shall impose no obligation or liability of any kind upon the Company, its agents or representatives does not satisfy these requirements. The Permittee shall ensure that the authorized representative of the insurance company strikes the above quoted language from the certificate.
- C. Endorsement providing that such insurance is primary insurance and no insurance of additional insured's shall be called on to contribute to a loss.
- D. SCESD must be named as the Certificate Holder.

The minimum amounts of the policy shall be **ONE MILLION DOLLARS (\$1,000,000)** combined single limit, comprehensive general liability and property damage, General Aggregate **THREE MILLION DOLLARS (\$3,000,000)**. Evidence of this insurance will specify whether coverage provides for all claims occurring or made within the policy year. If coverage is for claims made within the policy year, lessee will be required to post a bond, which must remain in effect until 12 months following the event.

Note: The amount of the insurance requirements, upon approval by the Salinas City Elementary School District, may be increased for certain activities such as concerts or large-scale events, due to the risks and liabilities associated with such events. **Under no circumstances will SCESD waive the insurance requirements.**