



HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT RISK MANAGEMENT OFFICE

IMPORTANT INSURANCE INFORMATION

All non-profit groups must provide insurance to the district. A **Certificate of Insurance** with a signed **Additional Insured Endorsement** naming Hacienda La Puente Unified School District (HLPUSD) as an additional insured from that non-profit.

Certificate of Insurance:

- Evidence of general liability coverage must include \$1 million per occurrence for bodily injury and \$300,000.00 per occurrence for property damage.
- A brief description of the activity/event must be indicated in the description of operations section.
- Evidence of automobile liability insurance with limits of \$1 million covering any auto, hired, or non-owned autos, if facility user drives during use of HLPUSD property.
- Facility users with employees must present a certificate of insurance evidencing their workers' compensation coverage. HLPUSD requires evidence of workers' compensation coverage providing statutory limits and employers' liability limits of \$1 million. Workers' compensation insurer agrees to waive all claims against HLPUSD.
- If the Workers' Compensation and Employers' liability coverage does not apply to you, then you must provide a signed statement attesting to the District that no person, working the event, is being employed/contracted by you or your organization.
- **The Certificate Holder must read as follows:**

**Hacienda La Puente Unified School District
15959 East Gale Avenue
City of Industry, CA 91748**

Additional Insured Endorsement must read as follows:

**Hacienda La Puente Unified School District
15959 East Gale Avenue
City of Industry, CA 91748**

Hacienda La Puente Unified School District, its officers, agents, employees and volunteers must be listed as additional insured on a separate endorsement page* for general and automobile liability insurance requirements.

Please note that your 501c(3) is needed in addition to this documentation if you are applying to use the facilities as a non-profit. Failure to provide any of these documents may result in the denial of your request of Use of Facility.

For additional information or assistance, please contact:
Risk Management at (626) 933-3860 or via email riskhr@hlpusd.org