Insurance Requirements and Instructions for Short Term Use of Facilities

The Ventura County Schools Self-Funding Authority requires that our District obtain a Certificate of Insurance and Additional Insured Endorsement prior to permit approval for short term use of facilities. **Please give your insurance agent or broker these instructions for completing and submitting evidence of insurance to the District. All of the following are required:**

- ☐ 1 Name and address of Agent must be shown and match name of organization on the Facilities Use Agreement
- ☐ 2 Carrier must be rated as follows:
  a. If licensed in the State of California, rated as "A" or better in the Best's Rating Guide.
  b. If not licensed to do business in the State of California, rated as "A:VII" or better in the Best's Rating Guide.
- ☐ 3 Box must be checked for Commercial General Liability.
- ☐ 4 Box for Occurrence must be checked.
- ☐ 5 Policy number must be shown.
- ☐ 6 Policy effective and expiration dates must be current.
- ☐ 7 General Aggregate limit must be at least $2,000,000.
- ☐ 8 Each Occurrence limit must be at least $1,000,000.
- ☐ 9 Fire Damage or Damage to Premises (Per limits listed in the Facilities Use Agreement and Application.)
- ☐ 10 Workers' Compensation – Statutory Limit and Employers' Liability, at least $1,000,000, if applicable. If organization does not have employees, organization must submit certification of Exemption of Workers Compensation Insurance.
- ☐ 11 Automobile Liability: Commercial Auto Liability limit must be at least $1,000,000 combined single limit, if applicable. Personal vehicle limits of $100,000/$300,000.
- ☐ 12 Abuse & Molestation limit must be at least $1,000,000 per occurrence and $2,000,000 aggregate ($2,000,000/$4,000,000 preferred).
- ☐ 13 Description of operations must include the following wording: "Certificate holder, its agents, employees and or directors are hereby named as additional insured with respect to the operations of the named insured per endorsement attached."
- ☐ 14 Certificate holder must read as follows:

  Simi Valley Unified School District
  101 W. Cochran Street
  Simi Valley, CA 93065
- ☐ 15 Certificate must be signed.
- ☐ **16 Additional Endorsements Required and MUST BE ATTACHED:**
  - Additional Insured Endorsement for General Liability and Abuse & Molestation: CG 20 11 10 01
  - Primary, Non-Contributory: CG 20 01 01 13
  - Waiver of Subrogation: CG 24 04 05 09
  - Business, Including non-owned autos, Automobile Liability: CA 20 48 10 13
  - Business Automobile Primary, Non-Contributory: CA 88 66 05 13
  - Business Automobile Waiver of Subrogation: CA 04 43 11 20
- ☐ **17 Name of Person or Organization on endorsement must read as follows: SIMI VALLEY UNIFIED SCHOOL DISTRICT, or, you must provide a "Blanket" Additional Insured Endorsement. Include policy number and date on the endorsement.**

Please mail Certificate of Liability and Additional Insured Endorsement to:

Simi Valley Unified School District
Facilities Department
Attn: Lisa Roberts
101 W. Cochran Street
Simi Valley, CA 93065

For questions, please contact:
Lisa Roberts, Facilities Coordinator
805.306.4500 ext. 4403
Lisa.roberts@simivalleyusd.org