

FACILITIES USE HANDBOOK

ALAMEDA UNIFIED SCHOOL DISTRICT

LUX ET VERITAS

SIGILLUM

Effective Date: 7/01/2026

ACKNOWLEDGEMENT CERTIFICATION

The undersigned certifies that it has examined and is fully familiar with all provisions and requirements of the Facility Use Handbook. Additionally, the undersigned acknowledges that any Contract for use of AUSD facilities shall include all the provisions and requirements as set forth within the Facilities Use Handbook and shall be made therein part of the entire Contract. Violation of any part of the Facilities Use Handbook shall be considered a breach of contract.

NAME: _____

ORGANIZATION NAME & TYPE: _____

AUTHORIZED PRINTED NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

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I. Introduction

California law encourages the Governing Board of a school district to make available the school buildings or grounds for public, literary, scientific, recreational, or educational meetings, or for the discussion of matters of general or public interest. The general rules and guidelines are defined in the California Education Code under Section 38130 through 38138 all-inclusive and are cited as the "Civic Center Act."

This handbook sets forth all provisions and requirements for prospective users of Alameda Unified School District facilities, provides potential users of Alameda Unified School District facilities information regarding the application process, fee structures, insurance requirements, and other factors governing use of school facilities under the Civic Center Act.

State Guidelines (Education Code Sections 38130-38138)

A. The governing board of any school district may grant the use of school facilities or grounds as a civic center upon the terms and conditions the board deems proper, subject to the limitations, requirements, and restrictions set forth in this article, for any of the following purposes:
   1. Public, literary, scientific, recreational, educational, or public agency meetings.
   2. Discussion of matters of general or public interest.
   3. Conduct of religious services for temporary periods, on a one-time or renewal basis, by any church or religious organization that has no suitable meeting place for the conduct of services, provided the governing board charges the church or religious organization using the facilities or grounds a fee as specified in subdivision (d) of Section 38134.
   4. Childcare or day care programs provide supervision and activities for children of preschool and elementary school age.
   5. The administration of examinations for the selection of personnel or the instruction of precinct board members by public agencies.
   6. Supervised recreational activities include, but are not limited to, sports league activities for youths that are arranged for and supervised by entities, including religious organizations or churches, and in which youths may participate regardless of religious belief or denomination.
   7. Other purposes deemed appropriate by the governing board.
   8. A community youth center.
   9. A ceremony, patriotic celebration, or related educational assembly conducted by a veterans' organization.

B. State laws prohibit the use of school facilities for subversive, immoral, offensive, or harmful purposes. State laws also limit the use of school facilities for denominational or sectarian activities. The use of school facilities shall not be granted to people, forums, corporations, groups, clubs, or associations which:
   1. May, by such use, be expected to expose the property of the district to damage through riots, mob action, or violence of any kind.
   2. Use property in a manner which will be averse to the best interest of the school district.
   3. Use the facilities for a purpose not consistent with the Civic Center Act and/or adopted

board policies.

II. Alameda Unified School District Board Policy 1330 - Use of School Facilities

The Board of Education recognizes that district facilities and grounds are a community resource and authorizes their use by community groups for purposes provided for in the Civic Center Act when such use does not interfere with school activities. (Education Code 38131, 38132)

All school-related activities shall be given priority in the use of facilities and grounds under the Civic Center Act. Thereafter, the use shall be on a **first-come, first-served basis**, with exception as referenced in Section III, Sub-Section C – Group 3.

The Superintendent or designee shall maintain procedures and regulations for the use of school facilities and grounds that: (Education Code 38133).

1. Aid, encourage, and assist groups desiring to use school facilities for approved activities
2. Preserve order in school buildings or on school grounds and protect school facilities, designating a person to supervise this task, if necessary
3. Ensure that the use of school facilities or grounds is not inconsistent with their use for school purposes and does not interfere with the regular conduct of schoolwork

Fees: The Board believes that using school facilities or grounds should not result in district costs. The Board shall charge at least direct costs to all groups granted facility use under the Civic Center Act.

Groups shall be charged fair rental value when using school facilities or grounds for entertainment or meetings where admission is charged, or contributions solicited, and net receipts are not to be expended for charitable purposes or for the welfare of the district's students. (Education Code 38134)

III. Use of Alameda Unified School District Identity – Names, Mascots, and Branding

All facility users and permitted organizations must not use the name, mascot, logo, or any identifying symbols of any Alameda Unified School District (AUSD) school in their program names, team names, uniforms, promotional materials, websites, or communications without prior written approval from the District.

This includes, but is not limited to:

- Team names that include a school's name or mascot (e.g., "Lincoln Lions" or "Wood Beavers")
- Use of school logos, crests, or colors in branding
- Any materials that may imply affiliation with or endorsement by AUSD or its schools

The only exception is the use of geographic place names (e.g., "Bay Farm") when such names do not imply direct affiliation with a specific school.

Use of school identifiers by external entities may create public confusion, misrepresent affiliation, or expose the District to liability. Violations of this provision may result in immediate revocation of facility use privileges and could impact future access to District sites.

IV. AUSD Group Classifications Explained

The priorities and fee structure for renting facilities will be determined by the District for any Use of Facilities requests other than school district instructional and related activities based on the following group classifications. Additional fees beyond rental fees may be required for all users. (See Section VII "Schedule of Fees"). All requestors must be 18 years of age or older.

A. AUSD Internal Use - Group 1

Highest priority is given to school activities generated by School District personnel for purposes directly related to the education and enrichment of School District students, as directed, or approved by School Board or by District administration, and/or for the purpose of employee gatherings related to the operation of the District. No fees will be charged for these users.

Users in this classification include:

- School Sites
- District Office
- Board of Education
- School Employee Collective Bargaining Units
- School Athletic Teams
- Student Body Clubs

B. AUSD Affiliated Partners - Group 2

Second highest priority is given to school activities generated by AUSD Affiliated Partner Organizations or volunteers for purposes directly related to the enhancement of School District students, as approved by School Board or by District administration, and/or for the purpose of student gatherings. Except Custodial and Trash fees, no fees will be charged to these users.

Users in this classification include:

- PTA/PTSA(s) or other school-associated parent/teacher/student associations
- Boosters Clubs
- Alameda Education Foundation
- Boys & Girls Club
- Alameda County Office of Education

C. Alameda Local Non-Profit Organizations - Group 3

Fees for this group shall be based on direct-cost rent, which is defined as an estimate of the costs of supplies, utilities, custodial services, building maintenance, and services of any other District employees, as a result of the organization's use of the school facilities and grounds of the District. Non-Profit organizations based in Alameda will receive priority over non-local organizations.

Users in this classification include:

- Governmental, civic and service groups (e.g., City of Alameda, Rotary, Chamber of Commerce, non-profit Organizations) whose purpose, through the use of school facilities, is to improve the general welfare of the community, and whose net receipts are expended for welfare of the youth or other charitable purposes (e.g., foundations, scout troops, supervised recreational activities, religious organizations or churches, local governmental agencies, city and/or county services).

- Conduct of religious services for temporary periods, on a one-time or renewable basis, by any church or religious organization which has no suitable meeting place for the conduct of services while meeting.
- Alameda non-profits will receive priority booking before Non-Alameda Non-Profits & Fair Market Renters ***within the same 72 hours (about 3 days) booking period*.**

D. Non-Alameda Non-Profit Organizations - Group 4

Fees for this group shall be based on direct-cost rent, which is defined as an estimate of the costs of supplies, utilities, custodial services, building maintenance, and services of any other District employees, as a result of the organization's use of the school facilities and grounds of the District.

Users in this classification include:

- Non-local civic and service groups (e.g., Rotary, Chamber of Commerce, League of Women Voters, non-profit Organizations) whose purpose, through the use of school facilities, is to improve the general welfare of the community, and whose net receipts are expended for welfare of the youth or other charitable purposes (e.g., foundations, scout troops, supervised recreational activities, religious organizations or churches, local governmental agencies, city and/or county services).
- Conduct of religious services for temporary periods, on a one-time or renewable basis, by any non-local church or religious organization which has no suitable meeting place for the conduct of services while meeting.

E. Fair Market Rent - Group 5

For all other entities, fees shall be based on fair market rent, which represents direct costs the amortized costs (see Schedule of Fees). This fee structure may apply even to "nonprofit" organizations where organizers, activity supervisors, coaches, etc., draw salary from the activity or organization, and participation fees are received from students or adults.

Users in this classification include:

- Rentals where admission or participation fees are charged, or contributions are solicited, and the net receipts are not expended for the welfare of the pupils of the District or for charitable purposes.
- Rentals which are not directly beneficial to youth, public school activities of the District, or general welfare of the community.

V. Renter Requirements

A. Application

The user shall obtain a login for the Brightly Event Manager portal by visiting the Maintenance, Operations and Facilities tab on the Alameda Unified School District website or by contacting the Maintenance, Operations and Facilities office at 510-337-7090 or via email at mof@alamedaunified.org. Youth organizations must have adequate adult sponsorship and supervision.

B. Site Request

Desired dates shall be coordinated with individual sites and completed in the online booking

system, which is then submitted to the district designee for approval.

C. Permit Approval

The district designee's approval is required for the rental of the facility. Availability can be verified using the online booking system, and the district arranges for support staff (e.g., custodian, maintenance, etc.) as required

D. Confirmation

District designee will send the user confirmation of the Facility Use Permit after the estimated costs have been paid. The confirmation will include a telephone number to call if any facility issues arise that require immediate attention. Users are advised to always carry their Facility Use Permit in case there is a question as to who has priority/reservation for the use of the facility or field area.

E. Insurance Requirements

User shall provide a certificate of insurance in the amount of $2,000,000 General Aggregate and per single limits, naming AUSD an additional **insured at least seven (7) calendar days prior to the requested use**; if not received, the event will be cancelled. Depending on activity and attendee count, the insurance amounts may be increased at the discretion of the district.

F. Indemnification/Hold Harmless

In making an application for use of facilities, all users agree to defend, indemnify, and hold harmless the district, its officers, employees and agents from any and all injuries, losses or damages, including damage to district property, which may result or arise in any way out of their use of the facilities, negligence of the user group, its officers, employees or agents. Organizations or groups using a district facility shall assume the responsibility to ensure that all activities, equipment used or placed on school premises, and all information distributed shall comply with applicable state and local fire, health and safety laws and regulations.

G. Payments

Advance payment in full is required at least seven (7) days prior to the event; if not received, the event will be cancelled. New Facility Use Permits will not be issued to groups with past-due accounts. ***This policy will be strictly enforced.***

The District reserves the right to refer any delinquent account to a collections agency and/or report to a credit bureau. Legal proceedings may be initiated for any delinquent account. By reserving a permit, the user agrees to pay the District's legal costs incurred to seek any payment of unpaid amounts owed by any group or organization.

H. Documentation

Requestors must submit all documentation to the district office prior to permit issuance.

I. Refunds

Refunds, less processing fees, will be provided fourteen (14) calendar days after notification of cancellation by user or due to circumstances unforeseen by AUSD.

J. Cancellations & Transfers (applicable to Categories 3-5)

Cancellation of an application must be received at the MOF Office at least two (2) weeks prior to a scheduled date to avoid a cancellation fee of $50.00 being incurred. ***Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.***

K. Revocation of Permit

Any violations of law, District policy and/or procedure will result in the immediate revocation of the Use of Facilities permit and removal of the group from District property. District reserves the right at its sole discretion to ban violating user group(s) from future use of District facilities indefinitely.

L. Violations

Applications will be denied if past use by an organization has resulted in violation of Board Policy, inconvenience for school use, damages to property, consistent lack of supervision, adverse behavior or non-payment of fees. Intoxicants, narcotics, profane language, quarrelling, fighting, and gambling are sufficient causes to deny future use of district facilities to the organization. Complaints from surrounding neighborhood residents about noise level, litter, debris and disregard for parking regulations could result in permit cancellation and future use denial.

VI. General Requirements

A. Special Arrangements

Use of Facilities permit does not authorize the use of certain District, school, or student body equipment unless attached to the building itself (ex. The basketball hoops in a gym). Arrangements for supervision and operation of any equipment shall be made by the applicant with the school administrator. The applicant will be liable for any damage or loss of equipment during facilities usage.

B. Structures

No structures including, but not limited to, tents, canopies, inflatable structures, or sunshades, whether permanent or temporary, may be erected or assembled on school premises, nor may any extraordinary electrical, mechanical, or other equipment including, but not limited to, small appliances such as refrigerators or microwaves, grills/BBQs, popcorn machines, hot plates, etc. be brought thereon unless special approval has been obtained from the Maintenance, Operations & Facilities Department.

C. Fireproofing

Any group using an auditorium or stage shall not disturb, move, or change any existing equipment except with the District designee's permission and under the supervision of the site employee in charge of the facility. Any stage props and decor used must be completely fireproofed. The district may request the fire department verify the certification of fireproofing at the renter's expense.

D. Vehicles/Parking

No modifications to the site parking provisions will be allowed, except for temporary changes for a specific event as approved by District at the time of permit approval. **All vehicles will be operated on paved**

driveways and parking lots only; parking on paved play areas, on fields or in marked fire lanes is prohibited.

E. All Facilities

For all facilities that are lockable and connected to an alarm system (e.g., library, gymnasium, secured outdoor athletic facilities), there must be a custodian or District representative on site for all events. The District's site employee shall unlock and check-in the user at the beginning of the event, be present for the duration of the event, clean the area used, check-out the user and lock the facility at the end of the event. In the event the activity requires additional personnel for event support, only District employees shall be utilized. The rate of pay will follow the fee schedule. Payment directly to District employees is prohibited.

Locker rooms must be under constant supervision for the entire period of use.

It shall be the organization's responsibility to ensure that all wrappers, containers, cores, etc. are placed in the proper receptacles. There will be no eating or drinking on the gymnasium floor(s).

F. Field Facilities

Users are responsible for monitoring the behavior of participants and spectators, and must mediate any issues that may arise, or alternately, call,

Alameda Police Department at 510-337-8340.

All field use will be charged on an hourly basis in accordance with the Schedule of Fees table in Section VII.

Seed and nut shells are to be discarded in the proper receptacle. It shall be the responsibility of the organization to make certain that all seed and nut shells, etc., are placed in the proper receptacles.

G. Field & Facility Closures

It may be necessary, from time to time, to close the AUSD sports fields due to rain, maintenance, emergency repairs, construction, etc. The District's need to schedule maintenance or repair shall supersede the priority order for use of each facility. The AUSD Administration, MOF, and the Sports Fields Program Director do not take these decisions lightly. Primary consideration is protecting the field condition to ensure prolonged use throughout the season. In addition, an equally important consideration is for the safety of players and students at practices or games. In no case shall any debate or dissention on announced field closures be tolerated. Should such closures occur, users must abide by such events and provide their full cooperation to the District. If possible, District will attempt to find a suitable, equivalent facility, but makes no express guarantee that an alternate facility can be made available.

ALL OFFICIAL FIELD CLOSURE DECISIONS ARE MADE AND ANNOUNCED BY THE AUSD MOF DIRECTOR ONLY. NOTIFICATIONS MADE BY ANY PERSON OTHER THAN THE MOF DIRECTOR SHALL BE DEEMED UNOFFICIAL. The Rain-Out Hotline is 510-337-7090.

Should AUSD Users ignore such field closure announcements, they shall also be liable for the cost to repair any damages that may have been done by their unauthorized use of the fields during a posted rain out closure.

No permits will be issued on Federal Holidays, Board-approved District Holidays, including the day after Thanksgiving, and from December 24 through January 2. Additionally, all facilities are closed to outside use the last two weeks of Summer break to accommodate cleaning and maintenance projects.

H. Food

AUSD Kitchens are not available for rent. Cooking of food on school premises or surrounding sidewalks, parking areas, etc. is not allowed. The organization is responsible for following guidelines published by the Alameda County Environmental Health Department.

Details may be found at http://www.acgov.org/aceh/food/tempfaq.htm

Food Trucks (including ice cream trucks, food carts, etc.) are not allowed on AUSD School Property and, as such, are not allowed for events.

Facility Permits that involve Food Sales shall not jeopardize the District's National School Lunch Program that is subsidized by the Federal Government. If selling food during school hours, California Department of Education food sale guidelines must be followed. For more detailed information, please visit the following sites:

California Department of Education Guidance:
https://www.cde.ca.gov/ls/nu/he/compfoods.asp#compfoods

Board Regulation 3554: Other Food Sales:
https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=36030670&revid=fvplusDuvNVOG433rJjfrqplusRw==&st=3554&mt=Exact

I. Smoking/Tobacco Products

Per *Health Safety Code (HSC) Section 104420(n)(2) and Section 104559. Tobacco Use is Prohibited on any School Site Facility.* The use of tobacco and/or cannabis products, including electronic cigarettes and/or vape pens are not permitted on District property at any time. If the user disregards this directive, and the fire department responds for a fire alarm activation, the user group will be charged for the response.

J. Alcohol/Controlled Substances

No alcoholic beverages or illegal controlled substances are allowed on District property at any time.

K. Security/Keys/Alarm Codes

Key Control and Alarm Code Control are mandatory. Under no circumstances is a non-District individual or student authorized to be in possession of keys to District facilities or have knowledge of Alarm Codes unless authorized in writing by the Director of Maintenance, Operations & Facilities Department. District master keys must be secured to the greatest extent possible and never loaned to students or non-employees.

L. Restroom Facilities/Portable Toilets

Groups may be required to add portable toilets for their event(s) at the discretion and prior approval of the District. Users of outdoor facilities shall have the option of using District restroom facilities or making separate arrangements for renting portable toilets from an

outside vendor. If rental of District facilities is for a period of more than four hours, renter will be required to pay for the use of restroom facilities. If choosing to use District restroom facilities, a District representative must be present during the entire event and the appropriate fees for this service must be paid prior to the event. If the renter chooses to rent portable toilets, the renter assumes full responsibility. The renter must provide a copy of the rental agreement to the district designee and District Office at least seven (7) working days prior to the event. The rental agreement must specify the cleaning schedule and date of removal of the portable toilets. The renter must secure the portable toilets to the greatest extent possible.

M. Candles/Open Flames/Weapons

No candles, incense, open flames, BBQs, grills, or weapons are allowed on AUSD properties.

N. Decorations & Posters

The use of nails, tacks, or staples in any woodwork or surface is prohibited. Blue painters' tape is the approved method of affixing any material to a surface.

O. Signs

No signs are to be posted except on the day of the event, except as otherwise approved by the district designee. Signs will be posted using MOF approved means.

P. Trash Removal

A trash removal fee as shown in Section VII – Schedule of Fees, may be assessed against the user group based on the amount of trash generated and left on the facilities after the permitted event. The fee will be determined based on the activity, number of attendees and placement within the site and will be billed accordingly.

Q. Gambling

Facilities may not be used for any gaming or gambling purposes (e.g., raffles, bingo).

R. Service Animals

As posted on all school grounds, only service animals are allowed on school property. Personal pets are not allowed. The use of emotional service animals (ESA) at school is regulated by the Americans with Disabilities Act (ADA), so therefore the ESAs should be registered service animals. The ESAs should be adequately trained, and the organization or owner must certify the ESAs as appropriately vaccinated. Some students fear dogs or are allergic, therefore students must go to them in a barricaded area outside on campus, they may not enter classrooms.

S. Amplified Sound

Sounds System used for school sponsored games and events only. AUSD does not provide Sound Systems for external groups.

T. Footwear

Only non-marking footwear and Board approved equipment will be allowed for gymnasium use.

U. Equipment, Tools, or Furnishings

No District equipment, tools, or furnishings, located in or about facilities, may be utilized without first seeking written approval from the District at the time of application. All organizations and/or participants must have prior approval from the Maintenance, Operations, and Facilities (MOF) Department before using any type of equipment or power tool. Examples include ladders, skill saws, drills, forklift, scissor lift, boom lift, motor vehicle, etc.

If facility equipment is set up, it must be for the type of equipment and quantity specified on the approved facility rental permit. All equipment and furnishings approved for use shall be utilized only in the manner for which it is expressly intended. Any equipment, tools, or furnishings belonging to the applicant needs to be removed by the end of the event.

V. Post-Event Adjustments

Adjustments will be made for additional costs incurred or refunds for actual custodial costs based on information gathered from the on-site custodial and/or kitchen staff. In addition, applicants will be billed for any damage or vandalism caused by their use of the school facilities.

W. Supervision

All organizations or groups involving children under the age of eighteen seeking use of school premises must always have adult sponsorship and supervision.

X. Permit Transfers

Allowing the use of District property by another entity or group during your permitted time is prohibited.

Y. Automatic External Defibrillators (AEDs)

District facilities are equipped with AEDs. We encourage all renters to confirm the location of AEDs in the facility they are renting. AEDs are typically located near gyms.

Please refer to the district website for locations of all AEDs in Section XIII

VII. Schedule of Fees – Facilities

The District maintains a schedule of fees for each facility type. Please refer to the table below for the applicable rates based on the designated User Group.

Special Note

To support the operational needs of the District and school site programs, the newly renovated **Kofman Auditorium** and **High School Multi-Use Field and Track** are current not available for rent.

The terms and conditions for use, including the fee and rate structure, are currently being developed and will be issued as separate appendices in future revisions of this Handbook.

Schedule of Fees - Facilities

(as of July 1, 2026)

Group 1 (No Cost)	Group 2 (Custodial & Trash Removal)	Group 3 (Facility Fee & Direct Costs)	Group 4 (Facility Fee & Direct Costs)	Group 5 (Facility Fee & Direct Costs)
All AUSD Departments & School Sites, Clubs & Unions	AUSD Approved Partners: AEF, Boosters, PTAs/PTSAs	Alameda Non-Profits: AYB, Dance Troops, Scouts, Etc.	Non-Alameda Non-Profits: Day Camps, YMCA, Etc.	Fair Market

Facility Costs	Group 1	Group 2	Group 3	Group 4	Group 5
Classroom			13.21	13.21	36.02
Court (Tennis)			7.33	7.33	15.92
Court (Blacktop)			18.83	18.83	37.66
Field (Soccer, etc. - Lincoln & Wood)			30.63	30.63	61.19
Field (Softball - AHS, Baseball - EHS)			30.63	30.63	61.19
Field (Baseball/Softball – Wood)			30.63	30.63	61.19
Gymnasium (High & Middle School)			48.99	48.99	110.25
Locker Rooms			12.23	12.23	30.63
Media Center			18.02	18.02	42.06
Multi-Purpose Room/Cafeteria			23.33	23.33	55.12
Parking Lot			6.11	6.11	18.36
Presentation Space			52.23	52.23	114.52
Track (Wood Middle School)			30.63	30.63	61.19

Direct Costs (minimum 2 hours)	Group 1	Group 2	Group 3	Group 4	Group 5
Utility Fees (water/electricity/gas)			2.89	2.89	2.89
Custodian on duty		46.98	46.98	46.98	46.98
Custodian is not on duty*		65.96	65.96	65.96	65.96
Custodian Sunday/Holidays*		85.51	85.51	85.51	85.51
On Call/Emergency		Up to 237.00	Up to 237.00	Up to 237.00	Up to 237.00
Trash Removal Fee		Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees	Based on activity and number of attendees

**Note: A charge for time it takes custodian to set up, and cleanup will be added to the minimum 2-hour fee and custodial service charge. Due to salary increases, custodial costs are subject to change without notice.*

VIII. District Use of Rental Fees

Rental fees are used by the District to provide for the direct costs associated with helping to ensure the facilities are available to community users and to supplement the Maintenance, Operations, and Facilities (MOF) budget.

IX. Long Term Relationships

Many community groups have used District facilities for years. In addition to applying for facility use through the regular request process, these users have often enjoyed a long-term, informal relationship that has enabled them to make additional investments at District schools. Some investments have been durable (e.g., facility maintenance projects), while others have been periodic (e.g., sport fields maintenance).

To better define the relationship between the District and long-term community user groups, the District will be documenting the relationship between these groups and the District through a series of Memoranda of Understanding (MOU) or licensing agreements.

X. Questions/Contact Information

Please direct all questions to the Maintenance Operations & Facilities Department. They can be reached by phone at **(510) 337-7090** or email at rentals@alamedaunified.org

XI. Insurance Sample of required limits and verbiage required for a Facility Use Permit.

Insurance Requirements

Certificates of Insurance and Endorsements must include the following:
The General Liability Certificate of Insurance (COI) (Acord 25 or similar form) is to be issued by the third party's insurance company or broker (Producer), which reflects the District as the Certificate Holder and include the Official AUSD address.

Certificate Holder Information:
Alameda Unified School District
2060 Challenger Drive
Alameda, CA 94501

COI Frequent Concerns

1. Does the COI reflect the correct name of the insured?

2. Does the COI cover the dates of the event/contract? Coverage must be in force for the complete term
of the contract. If the coverage(s) expire during the term of the contract, the District must receive a new COI and Additional Insured Endorsement at least ten (10) days prior to the expiration of the policy(ies).

3. Is/are Insurer/Insurers Affording Coverage maintain/maintaining an A or better rating with A.M. Best? A.M. Best's financial strength rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet

strength, operating performance, and business profile.

4. To look up an insurer's financial rating, please go to www.ambest.com. Go to Advanced Search under "Ratings & Analysis". You may search by insurer's name or by NAIC #. Once the insurer name or the NAIC # is inputted, click on search and the financial rating should appear.

5. Does the COI include policy numbers and not TBD?

6. Does the COI have the Commercial General Liability and Occurrence boxes checked? Does the COI have "Any Auto" under Automobile Liability checked? Does the Workers' Compensation box have "Statutory Limits" checked and $1,000,000 limit for Employer's Liability for "Each Accident", "Disease - Each Employee", and Disease - Policy Limit"?

7. Does the Description of Operations: A brief description of the event or activity, location, and dates?

8. Is the Signature of Producer's/Broker's Authorized Representative reflected on COI?

9. **Endorsements**

An endorsement is to be issued, specifically naming Alameda Unified School District as **Additional Insured** with respect to the insured's general liability policy. The policy number on the certificate of insurance must match the policy number on the endorsement (If Blanket Additional Insured Endorsement is not provided).

Primary wording for endorsement (May not be included if Blanket Additional Insured Endorsement is provided):

Except for Worker's Compensation Insurance, Alameda Unified School District, its trustees, employees, and agents, the State of California, are named as Additional Insured under all policies per terms of the attached endorsement(s) and as required by a written contract. 30 Day notice of cancellation, except 10-day notice for non-payment of premium applies per policy provisions.

10. **Required Limits**

The District has the right to re-evaluate the following limits to determine whether they are suitable based on the nature of the event and/or activity/contract.

General Liability:	$1,000,000 minimum limit per occurrence $2,000,000 minimum general aggregate
Automobile Liability:	Personal transportation vehicles that are driven onto and parked on school property California State minimum requirements for private passenger vehicles: $15,000 injury/death to one person $30,000 injury/death to more than one person $5,000 damage to property
Workers' Compensation and Employers Liability:	Proof of Workers' Compensation coverage with statutory limits is required if the vendor/consultant has employees.
Employer's Liability	Each Accident: $1,000,000 Disease - Each Employee: $1,000,000 Disease - Policy Limits: $1,000,000

XII. List of School Sites

1. Ruby Bridges Elementary School	351 Jack London Avenue
2. Longfellow Campus (Island/ACDC)	500 Pacific Avenue
3. Encinal High School	210 Central Avenue
4. Paden Elementary School	444 Central Avenue
5. Maya Lin Elementary School	825 Taylor Street
6. Franklin Elementary School	1433 San Antonio Avenue
7. Wood Middle School	420 Grand Street
8. Love Elementary School	2025 Santa Clara Avenue
9. Alameda High School/Alameda Adult School	2201 Encinal Avenue
10. Edison Elementary School	2700 Buena Vista Avenue
11. Otis Elementary School	3010 Fillmore Street
12. Lincoln Middle School	1250 Fernside Boulevard
13. Bay Farm School	200 Aughinbaugh Way
14. Earhart Elementary School	400 Packet Landing Road

XIII. Map of School Sites

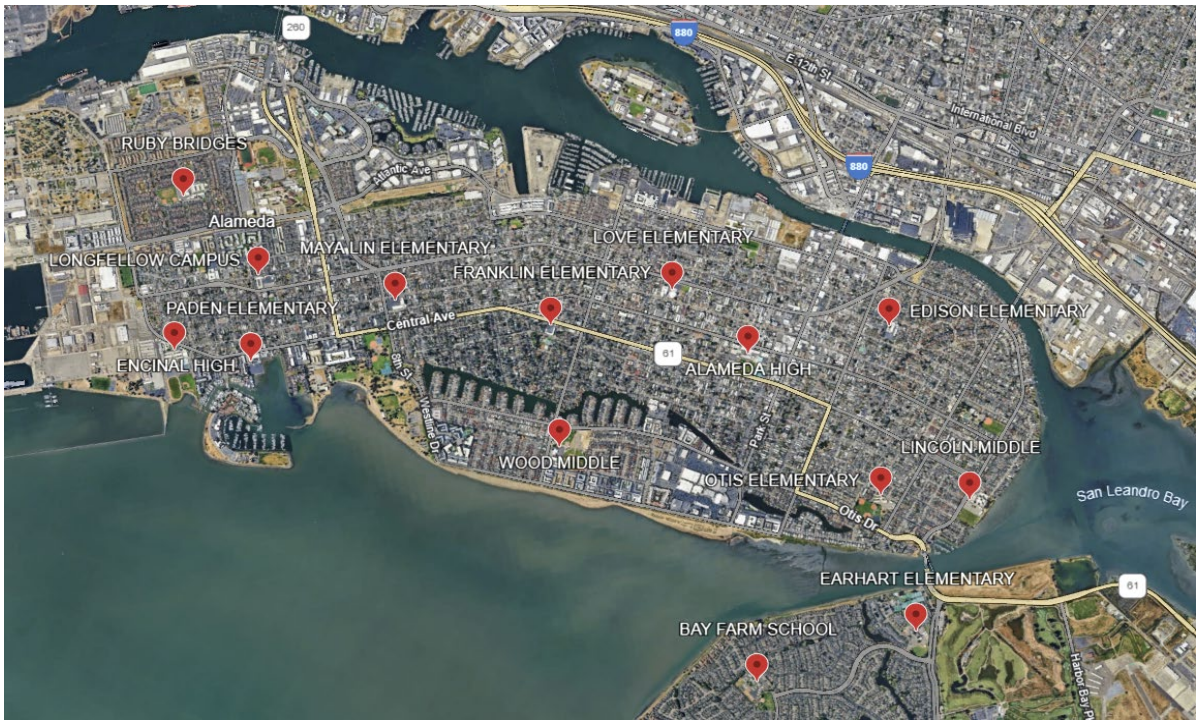


Fig. 1.1: Alameda Location Map

APPENDIX A: KOFMAN AUDITORIUM TERMS, CONDITIONS, & FEES

UNDER DEVELOPMENT

APPENDIX B: HIGH SCHOOL MULTI-PURPOSE FIELD AND TRACK TERMS, CONDITIONS, & FEES

UNDER DEVELOPMENT