

## Insurance Requirements

The San Lorenzo Unified School District requires vendors and off-campus organizations who lease our facilities to provide a Certificate of Insurance (COI) from your insurance company to cover potential liability on your part. This certificate is the responsibility of the Vendor/Lessee and must be provided in advance of the service/event.

San Lorenzo Unified School District must be named as the Certificate Holder on the COI as well as an Additional Insured on the Additional Insured Endorsement. The policy number on the certificate and the accompanying endorsement must match. Also note that Umbrella Excess Liability-Aggregate has been included below as it is excessive coverage and is shown separately on the COI.

### Must Provide

1. **Certificate of Liability Insurance:**

2. Certificate Holder:

San Lorenzo Unified School District  
15510 Usher St.  
San Lorenzo, CA 94580

3. **Endorsement:** (form CG 20) naming the San Lorenzo Unified School District, its board members, agenda, employees, and consultants as additional insured.

4. The Certificate of Insurance must contain current coverage dates and the following limits:

Commercial General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Automobile Liability	
• non-Charter/Bus Services	• \$1,000,000 per occurrence/\$2,000,000 aggregate
• Charter/Bus Services	• \$5,000,000 per occurrence/\$5,000,000 aggregate
Workers' Compensation	\$1,000,000 /State Statute
Employers Liability	\$1,000,000
Sexual Abuse or Molestation	\$1,000,000 per occurrence/\$2,000,000 aggregate

**Additional required coverage for Consultants, Professional Services and Charter/Bus Services:**

Professional Liability	\$1,000,000 per occurrence/\$3,000,000 aggregate
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**Additional required coverage for leasing our facilities:**

Property Damage	\$1,000,000
Medical Expenses	\$5,000

**\*\*\* The District Reserves the right to require increased limits of coverage than the minimums shown above. \*\*\***