

***Sequoia Union High School District  
Administrative Services Office  
Facilities Use Insurance Requirements***

The Sequoia Union High School District requires that all individuals and groups, requesting the use of any District facility, demonstrate that they have a minimum of one million dollars (\$1,000,000) in General Liability insurance. This includes, but is not limited to: bodily injury, property damage and personal injury coverage. This coverage must be presented **PRIOR** to finalizing any contract for the use of any District facilities. The insurance coverage cannot exclude either participants, or spectators. For certain activities, the District may require additional coverage beyond the \$1,000,000 listed above.

The Certificate of Insurance, which names the District as an additionally insured party, shall contain the following language:

***The Sequoia Union High School District, its Board of Trustees, officers and employees, are hereby named as an additional insured in connection with the events covered by this certificate.***

Prior to the District's approval of the use of its property, the endorsement and insurance certificate, bearing an original signature of a person authorized to attest that the policy provides the required elements, and to bind the insurance carrier to the terms of the Certificate, must be delivered to:

<b><i>Carlmont High School Terri Plack AVP Secretary 1400 Alameda de las Pulgas Belmont, CA 94002 (650) 595-0210 Ext. 3202</i></b>	<b><i>Menlo-Atherton High School Sandy Nelson AVP Secretary 555 Middlefield Road Atherton, CA 94025 (650) 322-5311 Ext. 5131</i></b>	<b><i>Sequoia High School Susie Bass AVP Secretary 1201 Brewster Avenue Redwood City, CA 94062 (650) 367-9780 Ext. 6283</i></b>	<b><i>Woodside High School Lori Martinucci AVP Secretary 199 Churchill Avenue Woodside, CA 94062 (650) 367-9750 Ext. 4305</i></b>
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With the approval of the site AVP Secretary, a fax copy of the Certificate may be accepted to allow the use contract to be prepared. The signed original must be provided through the U.S. Postal Service, or by another mutually agreed upon method of delivery.

Any questions regarding the insurance requirement(s), as described above, shall be directed to the site AVP Secretary.

January 28, 2009