

***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</i></b>	<b><i>Menlo-Atherton High School</i></b>	<b><i>Sequoia High School</i></b>	<b><i>Woodside High School</i></b>
<b><i>Terri Plack</i></b>	<b><i>Sandy Nelson</i></b>	<b><i>Susie Bass</i></b>	<b><i>Denise Hines</i></b>
<b><i>AVP Secretary</i></b>	<b><i>AVP Secretary</i></b>	<b><i>AVP Secretary</i></b>	<b><i>Principals Secretary</i></b>
<b><i>1400 Alameda de las Pulgas</i></b>	<b><i>555 Middlefield Road</i></b>	<b><i>1201 Brewster Avenue</i></b>	<b><i>199 Churchill Avenue</i></b>
<b><i>Belmont, CA 94002</i></b>	<b><i>Atherton, CA 94025</i></b>	<b><i>Redwood City, CA 94062</i></b>	<b><i>Woodside, CA 94062</i></b>
<b><i>(650) 595-0210 Ext. 3202</i></b>	<b><i>(650) 322-5311 Ext. 5131</i></b>	<b><i>(650) 367-9780 Ext. 6283</i></b>	<b><i>(650) 367-9750</i></b>
			<b><i>Ext. 40011</i></b>

With the approval of the site Principals 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.

February 5, 2015