

GLENDALE UNIFIED SCHOOL DISTRICT
INSURANCE REQUIREMENTS

Functions Requiring Facility Use Permits

- PTA, School Foundations, and other organizations sponsoring any school activity should obtain a Facility Use Permit and provide a Certificate of General Liability Insurance in the amount of \$1,000,000 and a separate endorsement naming the Glendale Unified School District as Additional Insured.
- Vendors providing services for PTA and School Foundation Events must provide a Certificate of General Liability Insurance in the amount of \$1,000,000 and a separate Endorsement naming GUSD as the Additional Insured.

Note: The vendors' insurance certificate under the "Description of Operations" must specify the event with the location and the date.

- In addition, proof of vehicle insurance is required for ALL vendor vehicles brought on to District property (i.e., food trucks or other vehicles)
- The Certificate of Insurance should be mailed or e-mailed 10 days prior to the event to the following address. Failure to do so will result in canceling the permit:

Siroush Assatourians
Facility and Support Operations
333 W. Magnolia Ave.
Glendale, CA 91204
sassatourians@gusd.net

- For Facility Use Permits, contact Siroush Assatourians at Facility and Support Operations at 818-241-7842.

School Sponsored Events

- No Facility Use Permit is required, unless the cafeteria kitchen or Food Service area will be used, or the activity is scheduled at another school facility.
- Principals are responsible for obtaining and retaining Certificate of Insurance with a separate endorsement naming GUSD as additional insured, from vendors that will be utilized at school sites.

Sample Certificate of Insurance

Attached is a sample Certificate of Insurance and an Additional Insured Endorsement (both of these are required).

Note: The vendors' insurance certificate under the "Description of Operations" must specify the event with the location and the date.