



Millbrae School District
555 Richmond Drive, Millbrae, CA 94030
650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

2016-2017

Millbrae School District
Vendor Insurance Requirements

In compliance with the Millbrae School District standard insurance requirements as it pertains to Facility Use Permits and vendor contracts, please provide evidence of current insurance as described below. Facility use approvals are withheld pending compliance with insurance requirements.

Certificate of Insurance & Additional Insured Endorsement

1. The Certificate Holder must be:

Millbrae School District
555 Richmond Drive
Millbrae, CA 94030

2. The Certificate of Insurance (COI) must contain:

General Liability	\$1,000,000.00 per occurrence/\$2,000,000.00 aggregate with "No exclusion for molestation or abuse"
Worker's Compensation	\$1,000,000.00 per occurrence
Automobile Liability (if applicable to contract)	\$1,000,000.00 per occurrence

3. The COI must be accompanied by:

Additional Insured Endorsement

Additional Insured Endorsement must name the Millbrae School District as Additional Insured and be in the form of an actual endorsement to the policy. This endorsement is part of the policy and it must be attached to the certificate of liability insurance. It must be effective on the inception date of the policy unless otherwise stated herein.

4. All Certificates must be sent to:

Millbrae School District
Attn: Angela Smith
555 Richmond Drive
Millbrae, CA 94030

Email: asmith@mesd.k12.ca.us
Phone: (650) 697-5693 ext. 012
Fax: (650) 697-6865