



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

Rev June 2017

**Facility Use & Vendor Insurance Requirements**

In compliance with the Millbrae School Standard insurance requirements, all organizations requesting use of District facilities must provide proof of insurance as stated below.

**Certificate of Insurance (COI) & Additional Insured Endorsement**

1. The Certificate Holder MUST Be: **Millbrae School District**  
 555 Richmond Drive  
 Millbrae, CA 94030
  
2. The COI MUST: **Name the Millbrae School District as Additional Insured**
  
3. The 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** - \$1,000,000.00 per occurrence (if applicable to contract)
  
4. The COI MUST be accompanied by: **Additional Insured Endorsement**  
 The Additional Insured Endorsement must name the Millbrae School District as Additional Insured and **must 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 therein. A contract must be in place between the District and the vendor/requestor in order to accept a "blanket" additional insured endorsement
  
5. The COI and Additional Insured Endorsement MUST: **Be uploaded to the Civic Permits website when requesting facility use.**
  
6. Questions?? Please contact: **Angela Smith, Administrative Assistant to the CBO, (650) 697-5693 ext. 012**

Sample Additional Insured Endorsement:



**ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

Policy Number:   
 Insured:

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
 SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)  Millbrae School District 555 Richmond Drive Millbrae, CA 94030
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Information required to complete this Schedule, if not shown above will be shown in the Declarations.

Section II - WHO IS AN INSURED is amended to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions of the acts or omissions of those

FRANK BARBARO    DENIS FAMA    LYNNE FERRARIO    MAGGIE MUSA    D. DON REVELO

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