

# **BURBANK UNIFIED SCHOOL DISTRICT**

## **Certificate of Insurance Requirements**

The following information is required on the certificate:

<b>Insured</b>	Name and address of business/organization
<b>Insurers Affording Coverage</b>	Insurer A: Name of insurance company providing coverage <i>Must be authorized to do business in the state in which the License Area is located.</i>
<b>Policy Effective/Expiration</b>	Effective date must be the start date of the contract and/or event. Expiration date must be at least end date of the contract or one day after the event.
<b>Type of Insurance/Limits</b>	(i)A comprehensive or commercial general liability policy including contractual liability and broad form property damage coverage, affording protection on an occurrence basis for claims arising out of bodily injury, death, and property damage, and having limits of not less than \$1,000,000 for bodily injury including death to one or more persons arising out of one occurrence, with a \$2,000,000 aggregate limit of liability; \$1,000,000 for damage to property arising out of one occurrence, with a \$2,000,000 aggregate limit of liability of \$1,000,000 combined Single Limit per occurrence and \$2,000,000 combined Single Limit, aggregate; and (ii) Workmen's Compensation insurance as required by the laws of the state where the District is located, and Employer's Liability insurance with a limit of no less than \$1,000,000 limit per accident for bodily injury or disease and a separate specific endorsement which names the District as an additional insured on the organization's liability policy must accompany the contract.
<b>Additional Insureds</b>	Burbank Unified School District 1900 West Olive Avenue Burbank, CA 91506
<b>Certificate Holder</b>	Burbank Unified School District 1900 West Olive Avenue Burbank, CA 91506
<b>Cancellation and/or Non-Renewal</b>	Need at least ten (10) days advance written notice
<b>Authorized Representative</b>	Must have signature to be valid

Please contact **Purchasing at (818) 729-4533** if you have any questions.  
Please forward certificate to [purchasing@burbankusd.org](mailto:purchasing@burbankusd.org) or to the buyer who sent the COI request.