

Cutler – Orosi Joint Unified School District

INSURANCE CERTIFICATE INSTRUCTIONS

Dear Facility User:

The Insurance requirements are stipulated on the Facility Use Agreement form. However, we receive numerous questions and issues pertaining to the proof of Insurance “Certificate of Insurance”

Attached is a sample:

1. We prefer coverage on an Occurrence basis. On the attached sample certificate the box on the form labeled “OCCUR” would be checked. Many insurers use a “CLAIMS MADE” form. If this is all that is available to you, we’ll accept that form of Insurance also.

2. THE DISTRICT HAS TO BE ADDITIONAL INSURED. This is evidenced in a couple of ways:
 - The second column from the left is labeled, “ADD’L INSRD.” This column should be checked next to the coverage you have.
 - The “DESCRIPTION OF OPERATIONS” box towards the bottom should include the Additional Insured language indicated.
 - A copy of an Endorsement to your Insurance policy making Cutler-Orosi Joint Unified School District Additional Insured should be attached to the certificate. Acceptable forms are: CG 20 26 11 85

Thank you for making note of this important information. Your application(s) will be held pending receipt of the certificate of Insurance as described above.

If you have any questions, please do not hesitate to contact the Director of Facilities at (559) 528-4763.