



# HACIENDA LA PUENTE UNIFIED SCHOOL DISTRICT

## RISK MANAGEMENT OFFICE

15959 EAST GALE AVENUE • P.O. BOX 60002 • CITY OF INDUSTRY, CALIFORNIA 91716-0002  
PHONE (626) 933-3860 • FAX (626) 933-3863

### IMPORTANT INSURANCE INFORMATION

All non-profit groups must provide insurance to the district. A **Certificate of Insurance** with a signed **Additional Insured Endorsement** naming Hacienda La Puente Unified School District (HLPUSD) as an additional insured from that non-profit.

#### **Certificate of Insurance:**

- Evidence of general liability coverage must include \$1 million per occurrence for property damage and \$1 million per occurrence for bodily injury.
- A brief description of the activity/event must be indicated in the description of operations section.
- Evidence of automobile liability insurance with limits of \$1 million covering any auto, hired, or non-owned autos, if facility user drives during use of HLPUSD property.
- Facility users with employees must present a certificate of insurance evidencing their workers' compensation coverage. HLPUSD requires evidence of workers' compensation coverage providing statutory limits and employers' liability limits of \$1 million. Workers' compensation insurer agrees to waive all claims against HLPUSD.
- If the Workers' Compensation and Employers' liability coverage does not apply to you, then you must provide a signed statement attesting to the District that no person, working the event, is being employed/contracted by you or your organization
- **The Certificate Holder must read as follows:**

**Hacienda La Puente Unified School District  
15959 East Gale Avenue  
City of Industry, CA 91748**

#### **Additional Insured Endorsement must read as follows:**

**Hacienda La Puente Unified School District, its officers, agents, employees and volunteers and Southern California Science Olympiad and their directors, officers, agents, employees and volunteers.**

**The above must be listed as additional insured on a separate endorsement page\* for general and automobile liability insurance requirements.**

#### *Vision Statement:*

**The** Hacienda La Puente Unified School District is a community committed to developing lifelong learners who value themselves and the diversity of all people; apply decision-making skills leading to responsible actions; and use creativity, critical thinking, and problem solving in meeting the challenges of a changing society.

**Please note that your 501C(3) is need in addition to this documentation if you are applying to use the facilities as a non-profit. Failure to provide any of these documents may result in the denial of your request of Use of Facility.**

For additional information or assistance, please contact:

Hal Longan, Director of Risk Management and Benefits (626) 933-3860 or via email

[hlongan@hlpusd.k12.ca.us](mailto:hlongan@hlpusd.k12.ca.us)

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