

**SPECIAL EVENT LIABILITY INSURANCE APPLICATION – LOS ANGELES UNIFIED SCHOOL DISTRICT**



Alliant Insurance Services, Inc. in conjunction with Apex Insurance Services  
P. O. Box 6450  
Newport Beach, CA 92658

**REQUEST FOR GENERAL LIABILITY INSURANCE QUOTE**

Date: \_\_\_\_\_

Type of Organization:

- Non-LAUSD Event Sponsor (PTA, Booster Club...etc. )
- Other Private or Outside Organization

➤ Non-LAUSD entities and other third parties are required to provide proof of insurance prior to using any District facility or participating in a special event.

Individual or Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Type of Event/Contract/Lease: \_\_\_\_\_

- Please check:
- Health Fair
  - Athletic Event
  - Vendors
  - Food/Concessions
  - Parking Lot overflow
  - Animals
  - other: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Event Time: \_\_\_\_\_

School/Facility Name & Address: \_\_\_\_\_

Anticipated Total Event Attendance per Day: [Participants, Spectators, Staff and Guests]: \_\_\_\_\_

**Does your organization have General Liability Insurance?**

- YES (Please include a copy of the insurance certificate)
- NO (Do you plan to purchase coverage from a broker or would you like a quote from the District's Special Events Liability Program? \_\_\_\_\_)

Have you contacted the Leasing & Asset Management Branch? (213) 241-6785:  YES  NO

**INSTRUCTIONS:** (Allow 30 days to process)

1. Fill out the information above and return to Risk Management (You may fax or email as attachment)
2. **Please include a list of planned events and activities or a detailed agenda!**
3. If we have additional questions, we will contact you by telephone, fax or email.

Division of Risk Management & Insurance Services  
 Los Angeles Unified School District- 333 South Beaudry Avenue, 28<sup>th</sup> Floor, Los Angeles CA 90017  
 Telephone (213) 241-0329 Facsimile (213) 241-8956  
 Website: <http://Riskmanagement.lausd.net> Email: [riskfinance@lausd.net](mailto:riskfinance@lausd.net)