

LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Risk Management and Insurance Services
Risk Finance & Insurance Department



LAUSD INSURANCE GUIDELINES – FILMING

Please use this checklist as a guideline for Filming, to safeguard District students, school site administrators, and others. Note that there are unique circumstances that may require additional coverage. If you have any questions regarding the insurance guidelines please contact Risk Finance at (213)241-0329 or email riskfinance@lausd.net.

FILMING ON LAUSD PROPERTY

Contact FilmLA at (213) 977-8600 or Joshua Elwell (213) 977-8618, jelwell@filmla.com

INSURANCE LIMITS:

COMMERCIAL GENERAL LIABILITY

| | |
|---|-------------|
| Per Occurrence Limit | \$1,000,000 |
| Personal & Advertising Injury | 1,000,000 |
| General Aggregate Limit | 2,000,000 |
| Products & Completed Operations Aggregate | 2,000,000 |
| Fire Damage (Any One Fire) | 50,000 |
| Medical Payments (Any One Person) | 5,000 |

ABUSE & SEXUAL MOLESTATION*

| | |
|-------------------------|-------------|
| Per Occurrence Limit | \$1,000,000 |
| General Aggregate Limit | 1,000,000 |

***Vendors that will be in contact (Non-Incidental) with youth (18 & under) will require Abuse & Sexual Molestation coverage.**

COMMERCIAL AUTO POLICY**

| | |
|-----------------------|-------------|
| Combined Single Limit | \$1,000,000 |
|-----------------------|-------------|

***All owned, hired and non-owned autos must be covered. If there are no owned autos a signed Commercial Auto Liability waiver is required.*

WORKER'S COMPENSATION***

| | |
|--------------------|--------------------------|
| Employer Liability | Statutory \$1,000,000 |
|--------------------|--------------------------|

**** Sole proprietors with no employees are exempt from providing WC coverage, but must provide a signed waiver statement.*

Additional Requirements:

- Need parent permission slip and release (Subject to review by the Office of General Counsel)
- Issues to be addressed :
 - Compensation?
 - Donation?
 - Ask for any and all documentation from organizer requesting to film
 - How many students?
 - How long is the filming?
 - What specific activity is to be filmed?

The Commercial General Liability Policy, Abuse coverage, and the Commercial Automobile Policy must contain an Additional Insured Endorsement wording of:

**LOS ANGELES UNIFIED SCHOOL DISTRICT & THE BOARD OF EDUCATION OF
THE CITY OF LOS ANGELES
333 S Beaudry Ave, 28th Floor, Los Angeles, CA 90017**