



***San Mateo Union High School District  
Business Office  
Facilities Use Insurance Requirements***

The San Mateo Union High School District requires that all individuals and groups requesting the use of any District facility demonstrate that they have a minimum of one million dollars (\$1,000,000) per occurrence in General Liability insurance. This includes, but is not limited to: bodily injury, property damage and personal injury coverage. The insurance coverage cannot exclude either participants or spectators. This coverage must be presented and approved **PRIOR** to any use of the facilities. In order to avoid delays, please make sure your insurance documents meet the following requirements:

- 1) **The Certificate of Insurance** must specify a minimum of \$1,000,000 per occurrence in General Liability, including but not limited to bodily injury, property damage, personal injury coverage. It must name The San Mateo Union High School District in the Certificate Holder box.
- 2) **The Endorsement** must be a separate page and it must name the SMUHSD as an additional insured party using the following language:

**The San Mateo Union High School District, its Board of Trustees, officers, employees and volunteers are hereby named as an additional insured in connection with the events covered by this certificate.**

- 3) The name of your organization (the same name that is on your permit) must be listed on the insurance document, as well. No exceptions.
- 4) If your organization contracts with outside vendors to provide food or services during your rental, the vendor also must provide a Certificate of Insurance and Endorsement of Additional Insured.
- 5) Both the Certificate of Insurance and the Endorsement must bear a signature of a person authorized to attest that the policy provides the required elements and binds the insurance carrier to the terms of the Certificate.
- 6) Submission instructions: Please upload the signed PDF to your account. You may do so by selecting the “Insurance Policies” tab and following the prompts. It is best to combine the Certificate and the Endorsement in one PDF.

Any questions regarding the insurance requirement(s), as described above, shall be directed to:

**Charlie Royce  
General Manager of Facilities Use  
650 N. Delaware St., San Mateo, CA 94401  
650-558-2275 | [croyce@smuhsd.org](mailto:croyce@smuhsd.org)**