

San Ramon Valley Unified School District
Facilities Use Department
facilities.use.staff@srvusd.net (925) 824-1883

Insurance Requirements

MUST PROVIDE

1. Certificate of Liability Insurance:

AND

Certificate Holder:

San Ramon Valley Unified School District
3280 Crow Canyon Road
San Ramon, CA 94583

2. Endorsement: (form CG20) naming the San Ramon Valley Unified School District, its board members, agents, employees, and consultants as additional insured under the respective policies.

➤ **Minimum insurance limits are \$1 million for liability coverage for bodily injury AND property damage** (Damage to Rented Premises) per occurrence with an aggregate limit of no less than \$2 million and SRVUSD must be named as ADDITIONAL INSURED with ENDORSEMENT.

➤ **To upload a new insurance policy into Facilitron as a PDF file:**

Go to the [Facilitron website](#), upload insurance documents requested during the reservation process. If you are unable to upload your document/s please email a copy to agoy@srvusd.net or treimer@srvusd.net

➤ ***IMPORTANT*** If we do not obtain a copy of your insurance paperwork within 2 weeks of your request, your application will be automatically cancelled from the system and you will have to resubmit your request.