



Process for District/School Sponsored Events – Graduations

What type of event is a graduation?

Graduation(s) are district-sponsored events that can be held on-site or off-site.

Process for on-site graduations:

District/School Sponsored Onsite Events

Process

- Gather documents you may need to submit with a "Request for Onsite District-Sponsored Event and/or Offsite Special Event" application. You can find a fillable version of the application on the [Risk Finance and Insurance Services Special Events & Use of District Property](#) website.


Documents to submit with the "Request for Onsite District-Sponsored Event and/or Offsite Special Event" application:

- Certificate of Insurance
- Detailed Itinerary
- Vendor List

Documents to submit with the "Request for Onsite District-Sponsored Event and/or Offsite Special Event" application as applicable:

- Reaffirmation - Approval Tracking Sheet
- Reaffirmation - Information Sheet
- Facility Use Authorization Form
- Out of Season Athletics Approval

- Submit a "Request for Onsite District-Sponsored Event and/or Offsite Special Event" application by emailing your completed form to riskfinance@lausd.net
Tip: Download the fillable app onto your computer and fill it out with Adobe Acrobat.
- The Risk Finance and Insurance Services, Insurance Compliance unit will review your completed application.
 - Depending on the activities, the Office of Environmental Health and Safety (OEHS) and Complex Project Manager (CPM) may need to review the equipment rented, chemicals used, etc. Please refer to [the OEHS checklist](#) and/or reach out to your Regional OEHS supervisor. You can find your Regional OEHS supervisor at [this link](#).
- Once the event and the insurance review are complete and Risk Finance and Insurance Services determines that all required insurance coverages are acceptable, Risk Finance will notify the applicant and school site administrator/sponsor of the formal approval via email.



*For general guidance on the process for on-site district/school-sponsored events, follow this [link](#).

Process for off-site graduations:

District/School Sponsored Offsite Events

Process



- Gather documents you may need to submit with a "Request for Onsite District-Sponsored Event and/or Offsite Special Event" application. You can find a fillable version of the application on the [Risk Finance and Insurance Services Special Events & Use of District Property](#) website.

Documents needed to submit with a Request for Onsite District-Sponsored Event and/or Offsite Special Event:

- Itinerary/Scope of Activities.
- Vendor List – must include all third-party entities (PTA, PTO, Boosters, Food, Photo, DJ etc.)
- Vendor and/or third-party applicant Certificate(s) of Insurance. (Insurance requirements can be found on the [Risk Finance and Insurance Services Special Events & Use of District Property website](#)).

Tip: The Request for Onsite District-Sponsored Event and/or Offsite Special Event application can be found on the [Risk Finance & Insurance Services website](#)

- Fill out a "Request for Onsite District-Sponsored Event and/or Offsite Special Event". Once completed, send the request for review to Risk Finance and Insurance Services at riskfinance@lausd.net.
- Depending on the activities, the Office of Environmental Health and Safety (OEHS) and Complex Project Manager (CPM) may need to review the equipment rented, chemicals used, etc. Please refer to the OEHS checklist at [this link](#) and/or reach out to your Regional OEHS supervisor. You can find your Regional OEHS supervisor at [this link](#).
- Once the risk and insurance review(s) are complete and Risk Finance and Insurance Services determines that all required insurance coverages are compliant, Risk Finance and Insurance Services will notify the applicant and the school administrator/sponsor.

*For general guidance on the process for off-site district/school-sponsored events, follow this [link](#).

What are typical vendors at graduations?

Common vendors at graduation events include but are not limited to:

- DJs (includes MC's)
- Speakers (if they represent a company)
- Photographers
- Caterers/Food Vendors
- Stage Rental Vendors/ Party Supply Vendors
- Pyrotechnics



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What are the insurance requirements for vendors at my graduation event?

- Vendors that will be present during your graduation event will need to follow the [LAUSD General Insurance requirements](#) below:

SHORT TERM LICENSE AGREEMENTS, CIVIC CENTER & SPECIAL EVENTS - LICENSEE, ORGANIZER & VENDORS	
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
COMMERCIAL AUTO POLICY**	
Combined Single Limit	\$1,000,000
<i>**All owned, hired and non-owned autos must be covered. If there are no owned autos a signed Commercial Auto Liability waiver is required.</i>	
WORKER 'S COMPENSATION***	
Employer Liability	Statutory
<i>*** Sole proprietors with no employees are exempt from providing WC coverage but must provide a signed waiver statement.</i>	
The Commercial General Liability Policy, Abuse coverage, and the Commercial Automobile Policy <u>must</u> 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	

Certificates of Insurance for Special Events must contain an Additional Insured Endorsement exactly as follows:
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

- **Pyrotechnic vendors** are required to have a minimum **General Liability** coverage of **\$5mil occ / \$5mil agg, auto, and workers comp coverage as stated above (\$1mil) and a fire permit.**
- **Photographers, in addition to the LAUSD General Insurance requirements above, are also required to adhere to the insurance requirements below for Abuse & Sexual Molestation coverages:**

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.	

- *If you are using a **stage rental vendor**, the [Office of Environmental Health and Safety \(OEHS\)](#) will need to **review a picture and the dimensions of the stage.**