

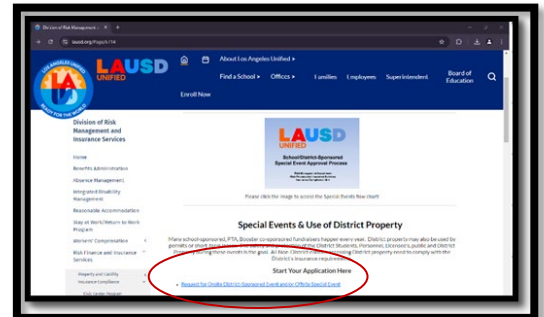
Process for District/School Sponsored Events

The following guide provides a general overview of the Risk Finance and Insurance Services segment of the District/School Sponsored Events request process. **These events are school sponsored and may occur but are not limited to school hours.**

District/School Sponsored Offsite Events

Process

1. 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.

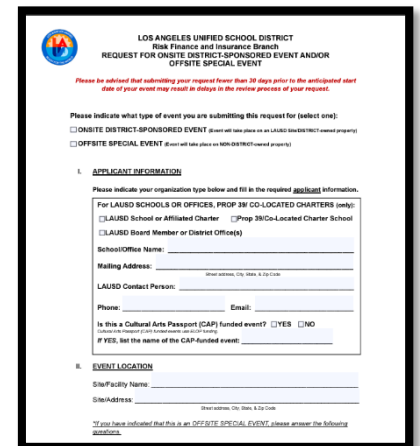


Documents needed to submit with a Request for Onsite District-Sponsored Event and/or Offsite Special Event:

- 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](#)

2. 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.
3. 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](#).
4. 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.



LOS ANGELES UNIFIED SCHOOL DISTRICT
Risk Finance and Insurance Branch
REQUEST FOR ONSITE DISTRICT-SPONSORED EVENT AND/OR OFFSITE SPECIAL EVENT

Please be advised that submitting your request fewer than 30 days prior to the anticipated start date of your event may result in delays in the review process of your request.

Please indicate what type of event you are submitting this request for (select one):
 ONSITE DISTRICT-SPONSORED EVENT (Event will take place on a LAUSD Site/DISTRICT-owned property)
 OFFSITE SPECIAL EVENT (Event will take place on NON-DISTRICT-owned property)

I. APPLICANT INFORMATION
Please indicate your organization type below and fill in the required [app/req](#) information.
For LAUSD SCHOOLS OR OFFICES, PROP 391 CO-LOCATED CHARTERS (only):
 LAUSD School or Affiliated Charter Prop 391 Co-located Charter School
 LAUSD Board Member or District Official(s)

School/Office Name: _____
 Mailing Address: _____ (Street address, City, State & Zip Code)
 LAUSD Contact Person: _____
 Phone: _____ Email: _____
 Is this a Cultural Arts Passport (CAP) funded event? YES NO
 If YES, list the name of the CAP-funded event: _____

II. EVENT LOCATION
 Site/Facility Name: _____
 Site Address: _____ (Street address, City, State & Zip Code)

If you have indicated that this is an OFFSITE SPECIAL EVENT, please answer the following questions.

"Applicants should be aware that some applications may require additional documentation and review from other agencies or District offices, which may require a significant amount of time to obtain. Applicants are encouraged to submit requests as soon as possible to reduce the possibility of receiving last-minute recommendations that may impact your event." (Reference: [BUL-6894.1](#))

If you need additional assistance, please email riskfinance@lausd.net or call (213) 241-0329.