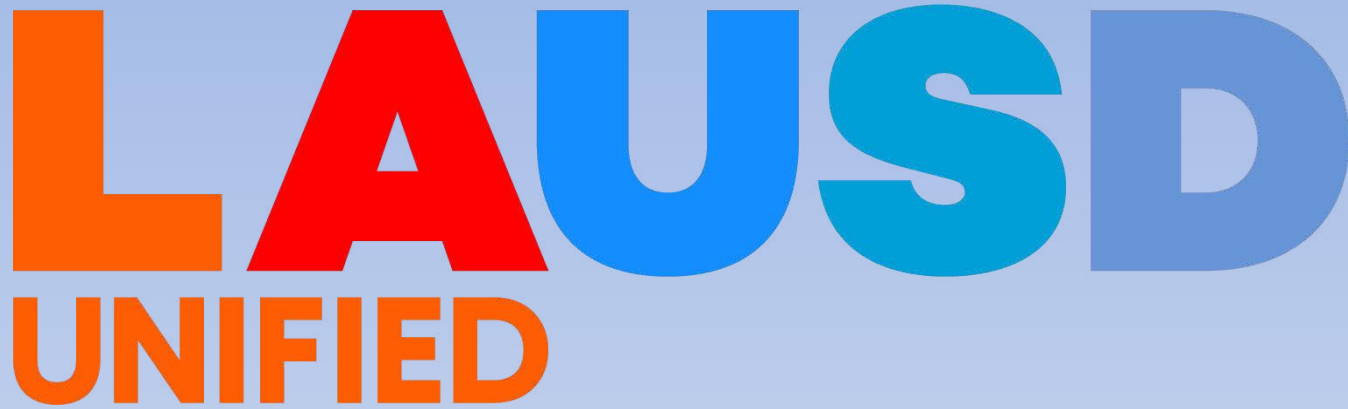




School/District-Sponsored Special Event Approval Process

**Risk Management Department
Risk Finance and Insurance Services
Insurance Compliance Unit**

School/District-Sponsored Special Event Approval Process

For all District or school-sponsored events, school staff must ensure that any third parties involved (whether accessing school facilities or participating in off-site activities) have the appropriate coverage if/when using school facilities and meet the District's insurance requirements. This process applies only to District employees coordinating events, not to third-party vendors initiating independent use of school property. [CLICK HERE](#) for application.

1. Documentation needed for Risk Finance review:

- [Itinerary or scope of activities.](#)
- Vendor List – must include all third party entities (PTA, PTO, Boosters, Food, Photo, DJ, etc...).
- Vendor and/or Third party applicant Certificates of Insurance (Insurance requirements can be found at [Risk Finance](#)).

2. Depending on the activities, the Office of Environmental Health and Safety (OEHS) and Complex Project Manager (CPM) may need to review equipment rented, chemicals used, etc... ([OEHS Checklist](#)).

3. Once the risk and insurance review is complete and compliant, Insurance Compliance will notify the requester and, if applicable, the school admin or principal.

Need additional help? Email us at riskfinance@lausd.net or call (213)241-0329

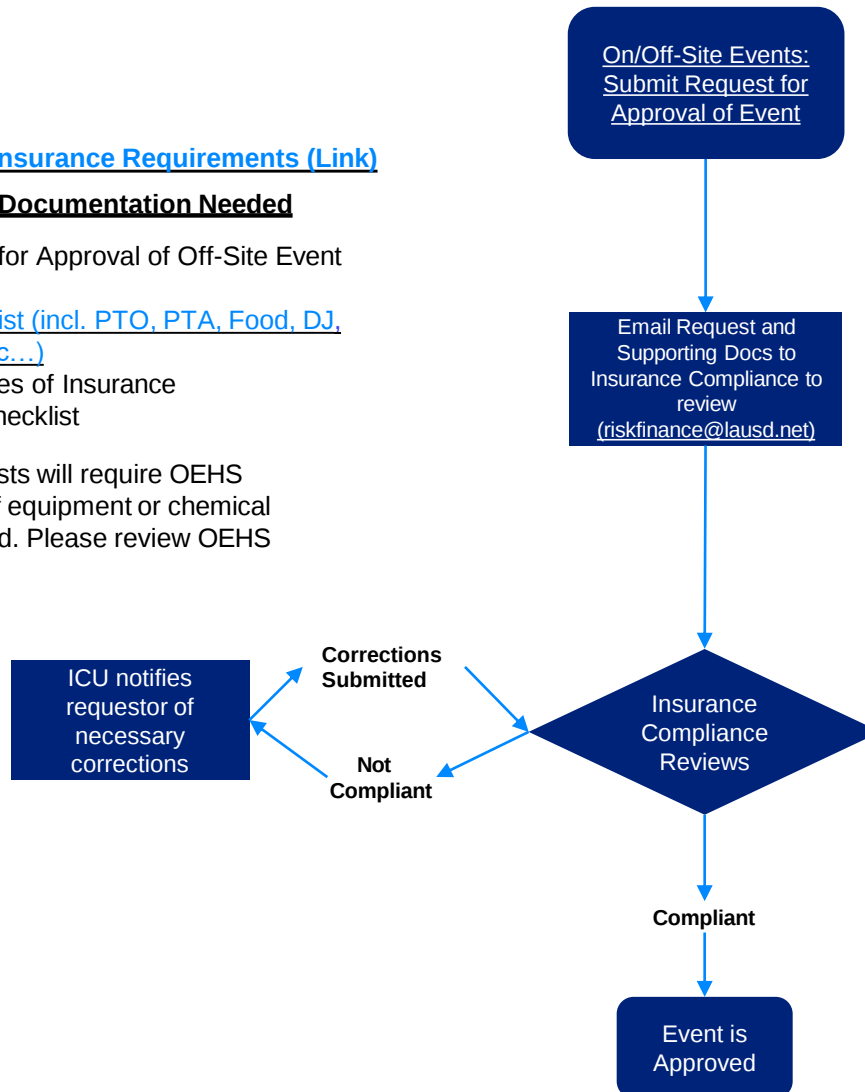
School/District-Sponsored Special Event Approval Process (Cont.)

[Additional Insurance Requirements \(Link\)](#)

Supporting Documentation Needed

1. Request for Approval of Off-Site Event
2. Itinerary
3. [Vendor List \(incl. PTO, PTA, Food, DJ, Photo, etc...\)](#)
4. Certificates of Insurance
5. OEHS Checklist

Note: Requests will require OEHS review only if equipment or chemical use is needed. Please review OEHS checklist



School/District-Sponsored Fund Raising Event Approval Process

[Additional Insurance Requirements \(Link\)](#)

Supporting Documentation Needed

1. Request for Approval of Off-Site Event
2. Itinerary
3. [Vendor List \(incl. PTO, PTA, Food, DJ, Photo, etc...\)](#)
4. Certificates of Insurance
5. OEHS Checklist

Note: Requests will require OEHS review only if equipment or chemical use is needed. Please review OEHS checklist

