

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

- o [Certificate of Insurance](#)
- o [Detailed Itinerary](#)
- o [Vendor List](#)

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

- o [Beautification - Approval Tracking Sheet](#)
- o [Beautification - Information Sheet](#)
- o [Facility Use Authorization Form](#)
- o [Out of Season Athletics Approval](#)

2. Submit a “[Request for Onsite District-Sponsored Event and/or Offsite Special Event](#)” application by emailing your completed form, **based on the location of the event**, to rf-region-nwc@lausd.net (North, West, Central) or rf-region-se@lausd.net (South, East)
Tip: Download the fillable app onto your computer and fill it out with Adobe Acrobat.
3. The Risk Finance and Insurance Services, Insurance Compliance unit will review your completed application.
 - o **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](#).**
4. 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.

“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 rf-region-nwc@lausd.net or rf-region-se@lausd.net or call (213) 241-0329.

