



RISK MANAGEMENT DEPARTMENT

RISK FINANCE AND INSURANCE SERVICES

333 S. Beaudry Ave.
Los Angeles, CA 90017

Job Aid: Request for District-Sponsored Event Form

Overview

This guide provides a general overview of the Risk Finance & Insurance Services portion of the District/School-Sponsored Events request process.

Helpful Definitions

Request for District/School-Sponsored Offsite Event: An event that occurs off District-owned premises, typically at a location that is not under LAUSD's control, for example but not limited to, a public venue, commercial space, or any non-school facility. This event is still sponsored by the District but takes place outside of its direct premises.

Request for District/School-Sponsored Onsite Event: An event that takes place on a LAUSD site or District-owned premises. This event is organized or sponsored by the District itself and occurs on premises that are owned by LAUSD.

Important Notice

Some applications may require additional documentation and review from other District offices or agencies, which may extend processing time.

Applicants are strongly encouraged to **submit requests 4 weeks before the start date of the event** to avoid delays or last-minute changes that may impact the event.

(Reference: BUL-6894.1)



RISK MANAGEMENT DEPARTMENT

RISK FINANCE AND INSURANCE SERVICES

333 S. Beaudry Ave.
Los Angeles, CA 90017

Job Aid: Request for District-Sponsored Event Form

Step 1: Gather Required Documents

Before submitting your application, ensure you have the following:

- **Itinerary / Scope of Activities** – Description of event activities, dates, times, and location
- **Vendor List** – Must include all third-party entities, such as: PTA / PTO / Boosters, Food Vendors, Photographers, DJs, Any external vendors or service providers
- **Certificates of Insurance (COIs)** – Required for all vendors/third parties. Insurance requirements are available on the [Risk Finance & Insurance Services – Insurance Requirements website](#)

Step 2: Submit Application

Complete the Application on the Request for District Sponsored Event Microsoft Form.

[Request for District Sponsored Event Form](#)

Step 3: Additional Review (If Applicable)

Depending on the event activities, additional review may be required by:

- **Office of Environmental Health & Safety (OEHS)**
- **Complex Project Manager (CPM)**

This may include review of:

- Equipment being used or rented
- Chemicals or materials involved

Please refer to the [OEHS checklist](#) and contact your [Regional OEHS Supervisor](#) for guidance.

Step 4: Risk & Insurance Review

Risk Finance & Insurance Services will:

- Review submitted documentation
- Verify insurance compliance for all vendors via the Certificate of Insurance Management System.



RISK MANAGEMENT DEPARTMENT RISK FINANCE AND INSURANCE SERVICES

333 S. Beaudry Ave.
Los Angeles, CA 90017

Job Aid: Request for District-Sponsored Event Form

- If there are insurance deficiencies BCS the Certificate of Insurance Management System will notify the vendor via email and request insurance updates along with a hyperlink that directs the vendor directly to the upload.
- Vendor will upload the requested insurance requirements via the link provided in BCS Certificate of Insurance Management System deficiency notice email.

Once all requirements are met:

- The **applicant** and the **school administrator/sponsor** will be notified via of the final determination.
- If the Application is Approved, an Approval sheet will be sent out by Risk Finance notifying the site of the approved vendors and the event.

***Please note that if the vendor is not listed on the Approved Vendors section of the approval sheet the vendor is NOT approved.**

LAUSD Insurance Compliance Unit Review and Approval for:

Cultural Arts

Beginning Date Approved: 2026-07-17

End Date Approved: 2026-07-30

Approved Vendors:

Vendor 1

Vendor 2

☒ **Receipt of this form confirms that the proof of insurance that was submitted with your request has been reviewed and determined to be compliant with the District's requirements.**



RISK MANAGEMENT DEPARTMENT RISK FINANCE AND INSURANCE SERVICES

333 S. Beaudry Ave.
Los Angeles, CA 90017

**Job Aid: Request for
District-Sponsored
Event Form**

Need Assistance?

For questions or support, please contact:

North West Central: rf-region-nwc@lausd.net

South East: rf-region-se@lausd.net

Phone: (213) 241-0329