



June 15, 2024

TO: Kelso School District Facility Use Applicants and Groups

FROM: Scott W. Westlund, Chief Financial and Operations Officer

SUBJECT: 2024/2025 Application and Agreement for Use of School Facilities, and Certificate of Insurance and Additional Insured Endorsement.

Thank you for your continued partnership in using our facilities and fields for the enrichment of our local youth.

Before you are provided access to our online facility scheduling system for 2024/25 (beginning September 1, 2024), there is a need to submit a new ***Application and Agreement for Use of School Facilities***. If your insurance coverage has lapsed, it will also be important to submit an updated ***Certificate of Insurance*** and ***Additional Insured Endorsement***. Should your insurance coverage end during the 2024/25 school year, we will require new insurance documents prior to continued use.

Kelso School District requires being named as an additional insured on your policy. Guidance from our insurer requires specific language on your Certificate of Insurance and the submission of the endorsement to verify additional insured language. Samples of the endorsements are included with this memorandum.

As noted in the ***Application and Agreement for Use of School Facilities***, the following underlined language must be included on your Certificate of Insurance and Additional Insured Endorsement:

The Kelso School District shall be named as additionally insured on said policy, with respect to the named insured's operations. A copy of the additional insured endorsement shall be submitted along with the Certificate of Insurance, and *both shall specifically state in writing the policy provides primary and non-contributing coverage to the additional insured.*

Please work with Anita in our Facilities and Maintenance Office to complete the agreement and to submit the Certificate of Insurance and Additional Insured Endorsement as required.

Anita can be reached at (360) 501-1340 or [anita.caldwell@kelsosd.org](mailto:anita.caldwell@kelsosd.org) if you have further questions or need assistance.