



TO: Kelso School District Facility Use Applicants and Groups

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

SUBJECT: Revised Application and Agreement for Use of School Facilities & Request for Updated 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.

We have been working with our insurance carrier as we transition to a new online facility scheduling system and there is a need to revise our ***Application and Agreement for Use of School Facilities***, request a required revision to your ***Certificate of Insurance***, and request the submission of the ***Additional Insured Endorsement***.

Kelso School District has always required 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 a new agreement and to submit a new Certificate of Insurance and Additional Insured Endorsement.

We apologize for any inconvenience this may cause. It is our desire to protect school district property, and we appreciate your understanding.

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