

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

MEMO

TO: Facility User

FROM: Assistant Superintendent of Business & Financial Services

RE: Certificate of Insurance

At the Lessee's expense, the Manhattan Beach Unified School District requires that the Lessee must provide and maintain during the life of the lease, public liability and property damage insurance to protect the Manhattan Beach Unified School District against any liability to the public, incident to the use of or resulting from any accident occurring in or about its premises.

The amount of the blanket liability coverage shall be three hundred thousand dollars (\$300,000.00) to indemnify both parties (Lessee and Lessor) against a claim of personal injury and one hundred thousand dollars (\$100,000.00) per occurrence against property damage.

Said policy or policies shall name the Manhattan Beach Unified School District as an additional insured. The additional insured shall read:

Manhattan Beach Unified School District
325 South Peck Avenue
Manhattan Beach, CA 90266

The certificate of insurance when mailed must be addressed to:

Manhattan Beach Unified School District
Attn: Jiji Mara, Facilities Coordinator
325 South Peck Avenue
Manhattan Beach, CA 90266

Alternatively, the Certificate of Insurance may be faxed to the Facilities Coordinator at (310) 303-3823.

If you have any questions, please feel free to call our office at (310) 318-7345 extension 5043. Thank you for your cooperation.