

Scarsdale Union Free School District
Facilities Dept.
2 Brewster Road
Scarsdale, NY 10583
914-721-2440

The Board of Education requires users of a District facility to provide evidence of General Liability/Umbrella/Excess insurance covering the Facility and its use. The amount of insurance required depends upon the type of activities as follows.

General Liability/Umbrella/Excess (GL/U/E) Insurance combined totals are required as follows:

General Use - \$2M each occurrence and \$3M aggregate

Athletic Activities - \$4M each occurrence and \$5M aggregate

Rec. Camps - \$6M each occurrence and \$7M aggregate

Carnivals - \$11M each occurrence and \$13M aggregate

Additional Commercial General Liability Insurance (minimum requirements)
\$2M Products & Completed Operations
\$1M Personal & Advertising Injury
\$100K Fire Damage
\$10K Medical Expense

The following forms are required and must be submitted:

1. An ACORD form listing [Scarsdale Union Free School District, 2 Brewster Road, Scarsdale, NY 10583](#) as the Certificate Holder. **On the ACORD form in the Description of Operations section, it needs to state that the District is an additional insured on a 'Primary and Noncontributory' basis for the General Liability, Auto and Umbrella/Excess policies. Please make sure the boxes for Add'l Insured and Waiver of Subrogation are checked on the ACORD form for each type of coverage. Additionally, Waiver of Subrogation supporting forms/documents must be provided for each type of coverage. Umbrella/Excess insurance must follow-form.**
b. If a vehicle is being brought on site, \$1,000,000 combined single limit for owned, hired, borrowed and non-owned motor vehicles is required.

2. Additional Insured Endorsement Form (CG20 26 or equivalent) needs to be submitted listing [Scarsdale Union Free School District, 2 Brewster Road, Scarsdale, NY 10583](#) as the additional insured.

3. NYS Workers Comp (C-105.2 or U-26.3) and NYS Disability (DB-120.1) Insurance Certificates must also be provided. ACORD Certificates are not acceptable. If you are exempt from having Workers Comp, Form CE-200 will need to be provided. This may be obtained online as follows: On the Board's website, www.wcb.ny.gov, in the 'employers/businesses' section, click on 'WC/DB Exemptions', then click 'Request' and follow prompts. Print this form and submit it to us.

4. A Facilities Use Vendor Agreement. Please complete the Agreement, sign and return via email.

July 2023