



INSURANCE REQUIREMENTS

FOR PERMITTEE

Insurance is required for ball diamond and grass field rentals, fee-generating activities, and school or youth group events. The City of Los Angeles Department of Recreation and Parks also reserves the right to require proof of insurance for any permitted activity or event, as deemed necessary.

Required Coverage

- Commercial General Liability: \$1,000,000
- If any minors will be present, if there is a vendor, or in the case of an organized youth group activity, must include \$1,000,000 Sexual Misconduct coverage. Sexual Abuse & Misconduct insurance is required whenever a permit involves a vendor, outside instructor, or permit holder leading structured activities with minors where children are participating in activities led by someone other than a parent/guardian.
- Must be Occurrence-based coverage (not Claims-Made).
- Must cover through all dates listed on your Application for Facility Use

How to Submit

- Your insurance broker must upload the certificate at www.kwikcomply.org
- Once approved, you will receive a Certificate Approval Number (CA#)
- Submit the insurance certificate and CA# to the Permit Coordinator

For Self-Insured Organizations (example: LAUSD)

- A Letter of Self-Insurance must be submitted
- The letter must be specific to the permitted event
- The letter must be sent to cao.insurance.bonds@lacity.org
- Risk Management will upload it into KwikComply



FOR BROKER

Requirements

- When submitting a Certificate of Insurance, ensure the following:
 - Commercial General Liability coverage of \$1M, plus \$1M SAM if organized youth group activity.
 - The "Occurrence" box is checked (not "Claims-Made")
 - Use an ACORD 25 Certificate
 - Include Sexual Misconduct of \$1,000,000 coverage for youth sports programs
 - Must provide additional Insured Endorsement naming the CITY an additional insured completed by your insurance company or its designee. If the policy includes an automatic or blanket additional insured endorsement, the Certificate must state the CITY is an automatic or blanket additional insured:
 City of Los Angeles and its Agencies, Boards and Depts.
 200 North Main Street City Hall East - Rm 1240
 Los Angeles CA 90012
- Certificate must be verified at www.kwikcomply.org.
- Once verified, a Certificate Approval Number (CA#) will be generated. Provide this number to your client.