

CERTIFICATE OF INSURANCE

REQUIREMENTS FOR A SCHOOL FACILITY LEASE

Below are simplified steps to insure that your certificate of liability insurance to lease school board property is correct.

(1) Insured - The name of the organization identified on the certificate of insurance must be the same as on the facility lease.

(2) General Liability - Commercial general liability insurance should be indicated. Broad form coverage is preferred, otherwise specific other coverage may be required, depending on the nature of the lease.

(3) Policy Effective and Expiration Dates - The date of the lease should fall within these dates. If the expiration date of the insurance falls within the term of the lease, the Lessee must furnish a renewal certificate prior to the insurance expiration date. It is the Lessee's responsibility to provide proof of insurance during the entire lease period. If not, the lease may be canceled. The insurance certificate should be sent to Real Estate & Concurrency Services with the lease.

(4) Policy Limits - Minimum required limits of commercial general liability insurance: \$1,000,000

(5) Additional Insured – (Description of Operations/Locations/Vehicles) – This is verifying that **the School Board of Pinellas County, Florida, is listed as an additional insured**. The school is not to be listed as the additional insured, since the school is not a legal entity.

(6) Certificate Holder – The Real Estate Department, on behalf of the School Board, will actually keep the certificate on file and is to be listed as the certificate holder. The individual school is **not** to be listed as the certificate holder. The following is the correct name and address for the Certificate Holder:

School Board of Pinellas County, FL
Attn: Real Estate Department
11111 S. Belcher Rd.
Largo, FL 33773

SIMPLIFIED SAMPLE

CERTIFICATE OF INSURANCE						
Producer	Companies Affording Coverage					
Insured (1)						
COVERAGES						
This is to certify that policies of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, etc.						
Type of Insurance	Pol No.	Eff. Date	Exp Date	Policy Limits		
COMMERCIAL GENERAL LIABILITY (2)		(3)	(3)	(4)	(4)	(4)
DESCRIPTION OF OPERATIONS -School Board of Pinellas County, Florida, is additional insured... (5)						
CERTIFICATE HOLDER			CANCELLATION			
(6) School Board of Pinellas County, Florida Attn: Real Estate Department Walter Pownall Service Center 11111 S. Belcher Road Largo, Fl 33773						
			Authorized Representative			