

Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 ♦ (916) 652-1800

Building Excellence in Education Since 1856

Memorandum

TO: Requesting Organization

FROM: Debbie Wickwire, Business Office

SUBJECT: Use of Facility Liability Insurance

The District was recently informed by its insurance carrier that in addition to the requesting organization's "Certificate of Liability Insurance" we will also need an "**Additional Insured Endorsement**" naming Loomis Union School District.

If you have any questions, please do not hesitate to contact me at (916) 652-1811 x 108