

CERTIFICATE OF INSURANCE REQUEST FORM

If you are required to provide a Certificate of Insurance to a vendor, contractor, or other entity for any reason, please supply the following information and send this form to either Lori Prinz or Ashley Orologio.

PLEASE INCLUDE A COPY OF THE CONTRACT, FLYER or SECTIONS relating to insurance, indemnification and/or hold harmless agreements with this form.

Your Name	Your Position
Your Class or Grade Level	Your e-mail
Your Telephone Number	Your Fax Number
Name of Certificate Holder (i.e. Entity requesting the certificate)	
Address of Certificate Holder	
<u>Description of Activity:</u> For events, activities, and performances include the date(s), time(s), and location of the event or activity.	

Please be sure to attach a copy of the signed contract, flyer or paper describing the event if you received one.