

EVESHAM TOWNSHIP SCHOOL DISTRICT

Certificate of Liability Insurance (C.O.I.) & Hold Harmless Form

Every outside “Commercial” entity or Non-Profit Organization that is conducting or participating in an event being held on Evesham Township School District grounds, must provide a Certificate of Liability Insurance (C.O.I.) and a Hold Harmless Form **one week prior to the Event!**

****Proper documentation is required on the Certificate of Insurance****

The following information must be amended to include the following information on the Certificate of Liability Insurance by the insurance carrier, otherwise, it will be returned.

CERTIFICATE HOLDER

*Evesham Township Board of Education
25 S. Maple Avenue
Marlton, NJ 08053*

DESCRIPTION BOX

Evesham Township School District is included as additional insured with regards to Commercial General Liability Coverage where required by written contract.

HOLD HARMLESS FORM:

Also, please be sure the top two (2) lines on the Hold Harmless form are filled out with the company’s name and be sure to sign and date the form.

If you have any questions, please contact the Operations Department at 856-797-6840 x 5501 or email Debra Donaldson at donaldsond@evesham.k12.nj.us

Thank you.