Updated Vendor Process

We are pleased to announce a newly improved process, effective Monday, December 8, 2025, that significantly simplifies the reservation and insurance requirements for PTA and vendor-supported events. This simplification has been authorized through new insurance pass-through language submitted into the Facilitron Terms and Conditions.

Event Type	Required Submissions	Vendor Insurance
School Event Supported by PTA/Vendors	ONLY the school site submits the reservation PTA Third-Party vendors or the PTA are not required to enter a reservation request.	Vendors supporting the school event are **not** required to submit separate insurance documentation to the Use of Facilities staff or Facilitron System.
PTA Event, and PTA Event Utilizing Third-Party Vendors	The PTA submits the event reservation. Vendors are NOT required to submit a separate reservation.	Third-Party vendors chosen by the PTA are NOT required to submit individual insurance information to the Use of Facilities staff. The newly implemented Pass-Through Insurance language incorporated into the Terms and Conditions places the PTA organization as the insuring body if their vendor does not have the appropriate insurance in effect for the event.

This updated procedure streamlines the approval process by eliminating redundant submissions for third-party vendors working under a PTA event umbrella, since the required insurance pass-through language is in place.

- **While the vendors PTA Units book for their events no longer have to go through the reservation and Insurance process through facilitron and RUSD, AIM our insurance broker does have some requirements for third party vendors.**

Vendor Requirements attending PTA Events.

- **Certificate of Insurance**
- **Additional Insured Endorsement**, naming California Congress of Parents, Teachers, and Students, INC. (California State PTA), including all unit and district PTAs and all of their officers, directors, members, and volunteers.
- PTA will be responsible for collecting these documents from their vendors.