

NYCDOE Insurability Form Sample
(suggested)

(NYCDOE Letterhead)

Date

Christodora-Manice Education Center
1 East 53rd Street, #1401
New York, NY 10022

Re: [School Name]'s Field Trip to Christodora-Manice Education Center

To Whom It May Concern:

Please be advised that the New York City Department of Education (the "Department") is a self-insured municipal corporation, sharing in the self-insurance funds available to the City of New York as a whole.

In connection with [School Name]'s field trip scheduled to occur at the Christodora-Manice Education Center in Florida, Massachusetts, on [date of departure] through [date of return], please be advised that the Department acknowledges its responsibility for the negligent acts and/or omissions of its pupils, agents, and employees while they are on the premises of the Christodora-Manice Education Center (the "Premises"). The Department shall indemnify and hold harmless Christodora-Manice Education Center, Christodora, Inc., and its directors, officers, employees, staff, and agents for any liability that may arise as a result of such negligent acts and/or omissions.

The Department does not indemnify or hold harmless Christodora-Manice Education Center, Christodora, Inc., and its directors, officers, employees, staff, and agents for any liability that may arise as a result of the condition of the Premises and/or any negligent act(s) of commission and/or omission of Christodora-Manice Education Center, Christodora, Inc., and its directors, officers, employees, staff, and agents.

Sincerely,

[Name]
[Position]