

**From:** Nicole Roesler <nroesler@sdccd.edu>

**Sent:** Tuesday, September 16, 2025 10:59 AM

**To:** DL for Mesa Business Services <dlformesabussiessservices@sdccd.edu>

**Subject:** District Clarification: Insurance Liability Waiver Permitted for Guest Lecturers and Speakers

Good Afternoon,

The District Office has confirmed that we may continue using the Liability Waiver and Indemnity Agreement for guest lecturers and speakers who do not carry insurance. When completing a requisition, please include the waiver form with the Request for Contract. For your convenience, the waiver form is available on our website at the following link: [Waiver of Liability and Indemnity Agreement](#).

This clarification is being shared to ensure timely processing of requisitions and to help prevent any cancellations or postponements of planned activities due to concerns about insurance requirements. Please contact the Business Services team if you have any questions.

Best regards,

Nicole Roesler  
Director, Administrative Services

