

UNIVERSITY OF CALIFORNIA, SANTA CRUZ (UCSC)
INSURANCE REQUIREMENTS FOR USE OF CAMPUS FACILITIES
BY OUTSIDE ORGANIZATIONS AND GROUPS

Per University policy, outside organizations and groups using any UCSC facilities are required to maintain throughout the period of such use and at the sole cost and expense of such organization(s) or group(s), a policy or policies of general liability insurance protecting both the outside organization(s) or group(s) and the Regents of the University of California (Regents) from any and all claims, demands, judgments, awards and lawsuits arising out of use of UCSC facilities. The limits of liability of such policy or policies of general liability insurance shall not be less than those specified below. The insurance limits specified below do not limit the liability of the organization or group in any manner, and such limits are subject to modification by the campus Risk Manager as may be required by risks associated with the intended use of campus facilities. *No less than ten (10) business days prior to an outside Organization's or group's first use of UCSC facilities*, the organization or group is required to provide UCSC with a **certificate or certificates of insurance** evidencing the following insurance coverages, with the minimal limits specified below, in full force and effect:

- (1) Name the **Regents of the University of California, its officers, agents, and employees** as Additionally Insured under the policy for all liability arising out of the outside organization's or group's use of UCSC facilities,
- (2) Provide for thirty (30) days prior written notice of cancellation,
- (3) Provide that the Organization's insurance shall be primary and non-contributing with any other valid and collectible insurance or self insurance available to the Regents of the University of California, and
- (4) Provide that the inclusion of more than one insured under the policy shall not operate to impair the rights of one insured against another insured, and that the coverages afforded by the insurance, except for the limits of such insurance, shall apply as though separate policies had been issued to each insured.

Event insurance coverage, if not already provided for in an outside organization or group's existing insurance coverage, can be obtained via <http://ucsc.marshcampusconnexions.com> using the "vendor" option for "tenant user liability insurance". If you have further questions, please see the UCSC Risk Services contact information, below.

All certificates of insurance should be sent to the Real Estate Office (REO) University of California Santa Cruz, 1156 High Street, Santa Cruz, CA 95064 and a copy to the UCSC Sponsoring Department and **MUST REFERENCE** (1) the event or type of use of campus facilities, (2) the date(s) of such use or event, (3) the UCSC Department/Unit sponsoring the event or approving the use, (4) the name and phone number of the group or organization's UCSC Department/Unit contact and (5) the name and phone number of the organization or group contact. Any insurance written on a claims made policy form shall provide for not less than three (3) years continuation of coverage following the end of the event or the period of use of UCSC facilities by the organization or group, and shall have a retroactive date of placement prior to or coinciding with the first day of such Outside Organization's or Group's use of UCSC facilities. In addition, if employees of the Outside Organization or Group will be on UCSC premises, the Outside Organization or Group is required to provide evidence of workers' compensation coverage in accordance with the Labor Code of the State of California. If the Outside Organization or Group will be operating commercial motor vehicles on UCSC premises the Organization or Group must also provide evidence of Business Auto Liability insurance with limits not less than those specified below.

INSURANCE COVERAGE & LIMIT REQUIREMENTS:

General Liability - Comprehensive or Commercial For Minimal Limits

General Liability – each occurrence	\$1,000,000
Damage to Rented Premises – each occurrence	\$300,000
Personal and Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000
For events where alcohol , including beer and wine, is being served: Host Liquor Liability (if alcohol is served by the event holder who is not in the business of providing alcohol) AND Liquor Legal Liability \$1,000,000 (to be presented by the caterer for catered events that involve serve of alcohol)	\$1,000,000

Workers' Compensation

Statutory

Auto Liability - Comprehensive Form

\$1,000,000

Combined single limit each occurrence for bodily injury and property damage covering all owned, non-owned and hired vehicles.

For further information or clarification, please contact UCSC Risk Services: jyeager@ucsc.edu