



## Scheduling & Events

**Insurance** – The University of La Verne requires renters to carry valid liability insurance at acceptable limits. For the purposes of establishing a contract and using the Abraham Campus Center, the following criteria must be met regarding Certificates of Liability Insurance:

- A Certificate of Insurance will be issued naming the **University of La Verne as an additional insured**. This is in respects to all general liability, not only the negligence of the named insured. The Certificate of Insurance will be provided by an insurance company with a rating of A or better in the current edition of Best's Key Rating Guide and be admitted to write insurance in California. This Certificate of Insurance must be received and approved before commencement of operations. The Certificate must evidence the following coverage with the minimum limits stipulated. You must agree to maintain such insurance for the duration of the program or the term for which services will be rendered:
  - Commercial General Liability Insurance including coverage for Premises Operations, Products/Completed Operations, Contractual, Independent Contractors, Broad Form Property Damage, and Personal Injury; with a minimum combined single limit of not less than \$1,000,000 for Bodily Injury and Property Damage (each occurrence) and a \$2,000,000 aggregate.
  - Workmen's Compensation (including Occupational disease) under the terms of the California Workmen's Compensation Act.
  - Employer's Liability: \$500,000.
  - Personal & Advertising Injury (\$1,000,000).
  - Public Liability.
  - Certificates of Insurance shall provide for thirty (30) days advance written notice to the University of any material modification, change, or cancellation of the above insurance coverages (10 days advance written notice for non-payment of premium).
  - Waiver of subrogation.
  - Primary and noncontributory coverage endorsements. The general liability policies must be endorsed to provide that each policy shall apply on a primary and noncontributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to the University its officials, employees and agents.
- The following required wording and parameters must be included in the Certificate:
  - **Additional insured endorsements** to the general liability and auto liability insurance policies. The "University of La Verne, its officials, employees and agents" must be endorsed to the renter's general liability policy as well as the auto liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85. (This wording must be included on the Certificate. Being a Certificate Holder is not adequate.)
  - If additional wording is included in the description section, the Certificate may not be considered acceptable or valid. Including the dates of the rental event (stating all load-in, rehearsal, performance and load-out dates) is permissible if desired.
- All **subcontractors** (i.e. photographers, videographers, etc...) must comply with the same insurance coverage criteria as stated and described above and secure the Certificate of

Insurance in favor of the University. It is your responsibility to obtain certificates from subcontractors and to provide them to us. If we need to contact insurance companies and/or the subcontractors directly, the time spent on these tasks will be added to the total labor charge for Front of House services.

- If a performance is to include the use of **animals**, be sure your insurance covers it. Otherwise, a separate Certificate is required from the animal's owner/handler in the same amounts in addition to the one required of the booking/performance company or whomever signed the contract with the renter.
- We reserve the right to request a copy of the **full insurance policy** in addition to the Certificate of Liability Insurance for any renter or subcontractor. Policies found to be inadequate according to the aforementioned criteria will not be accepted.
- If you need **supplemental coverage**, you may be able to purchase coverage through a University of La Verne TULIP (Tenant Users Liability Insurance Program) policy. Rate schedules, availability and requirements for this program are determined by the administrator of the plan. To learn more about this option, contact the event coordinator.

**Indemnification** - Renter shall defend, indemnify and hold School, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages to the extent arising out of the performance of this Agreement to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Renter, its officers, employees, or agents.

Additional resources:

Urmia TULIP (Tenant Users Liability Insurance Program) link: <https://tulip.ajgrms.com/>

## **TULIP – Tenant User Liability Insurance Program**

1. <http://www.urmia.bene-marc.com/>
2. Click the “Register” button. Complete the form. You are the “Tenant User.” Upon completion of the form, click “Save.”
3. Use the email address and password you entered on the Registration page to enter the website:
  - A. Pick Institution = 30192750 and choose Tenant User Insurance
  - B. Event Type
  - C. Number Participants
  - D. Date of Event
4. Apply for Insurance:
  - A. Name of event
  - B. No
  - C. No
  - D. No
  - E. Main Campus
  - F. Name of Building/Room
  - G. Veronica Ashcroft
  - H. vashcroft@laverne.edu
  - I. Type/description of event
  - J. No
  - K. Maximum number of participant
  - L. 0
  - M. Indoors or outdoors
  - N. Yes/No Alcohol
  - O. No
5. Add Options – Skip

Go To bottom of page and click continue

Next steps will take you to the final pages to fill-out for the payment.

If you have any questions, please call me

Veronica Ashcroft  
vashcroft@laverne.edu  
909-448-4912 - office