***UNIVERSITY OF CALIFORNIA, SANTA CRUZ (UCSC)***

**INSURANCE REQUIREMENTS FOR USE OF CAMPUS FACILITIES**

**BY OUTSIDE VENDORS**

Per University policy, outside VENDORS 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 VENDOR(s) or group(s), a policy or policies of general liability insurance protecting both the outside VENDOR(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 VENDOR 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.

**Certificates of Insurance MUST REFERENCE: (in Description section)**

(1) the event or type of use of campus facilities (wedding, conference, lecture etc)

(2) the date(s) of such use or event,

(3) the UCSC Department/Unit sponsoring the event or **approving** the use: CASFS/Hay Barn

(4) the name and phone number of the group or VENDOR’s UCSC Department/Unit **contact** (CASFS/Hay Barn, attn.: Heidi Harris, Coordinator 831/459-3762

(5) the name and phone number of the VENDOR or group contact:

*No less than* ***thirty (30) business days*** *prior to an outside VENDOR’s or group’s first use of UCSC facilities,* the VENDOR or group is required to provide UCSC with two documents:

* A **certificate or certificates of insurance** evidencing the following insurance coverages, with the minimal limits specified below, in full force and effect, name **the *Certificate Holder*** as The Regents of the University of California with the following address: CASFS/Hay Barn, ATTN: Heidi Harris, 1156 High Street, Santa Cruz CA 95064.
* A copy of the **additional insured endorsement** that the policy or policies of general liability insurance have been endorsed to:

(1) Name the **Regents of the University of California**, **its officers, agents, and employees** as insureds under the policy for all liability arising out of the outside VENDOR’s or group’s use of UCSC facilities,

AND t**he APPLICANT/EVENT HOLDER (by name) must also be named as an additional insured** along with **The Regents of the University of California** as outlined above

\*\*\*\*\*Please note that The Regents of the University of California must be named by way of a **Designated** Additional Insured endorsement. If The Regents of the University of California are named by way of a contractual requirement, the certificate will be **rejected**.\*\*\*\*\*

(2) Provide for thirty (30) days prior written notice of cancellation,

(3) Provide that the VENDOR’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.

All certificates of insurance should be sent to the UCSC Sponsoring Department ([HHarris2@ucsc.edu)](mailto:HHarris2@ucsc.edu)) with a copy to the Office of Risk Management, University of California Santa Cruz, 1156 High Street, Santa Cruz, CA 95064 and,

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 VENDOR or group, and shall have a retroactive date of placement prior to or coinciding with the first day of such Outside VENDOR’s or Group’s use of UCSC facilities.

**In addition, if employees of the Outside VENDOR or Group will be on UCSC premises, the Outside VENDOR 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 VENDOR or Group will be operating commercial motor vehicles on UCSC premises the VENDOR 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 |
| Products/Complete Operations Aggregate | $2,000,000 |
| 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 (for the entities that are serving 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.

Vendor Certificate of Insurance available here:

<http://ucsc.campusconnexionsuc.com/Constituency/Vendors-and-Contractors>

\*Vendors can forward this document to their insurance agent directly for COI processing!

For further information or clarification, please contact UCSC Risk Services: [jyeager@ucsc.edu](mailto:jyeager@ucsc.edu)