

California State University, East Bay
Office of University Scheduling - Facilities Reservations
25800 Carlos Bee Blvd., Hayward, CA 94542

**PUBLIC LIABILITY AND PROPERTY DAMAGE
INSURANCE REQUIREMENTS**

If you are unable to provide your own insurance coverage renters may purchase insurance through the University. Contact Ann Marie Rivas at 885-7668; ann.rivas@csueastbay.edu for more information.

As an agency of the State of California there are specific insurance requirements that shall be met in order to use campus facilities.

The Client or Lessee shall furnish the University a "Certificate of Insurance" prior to the commencement of a contract agreement that shall provide:

Evidence of **Public Liability** (1,000,000 per occurrence/2,000,000 aggregate), **Worker's Compensation**, and **Automobile Liability Insurance** (100,000/300,000/100,000).
Worker's Comp and Auto Liability are required only if employees of the sponsoring organization/group are driving onto campus to work the event. The sponsor shall provide the campus proof of insurance coverage prior to the start of an event. **Failure to do so by the deadline stated below will result in the cancellation of the event.**

THE INSURANCE LANGUAGE REQUIRED UNDER THIS SECTION MUST APPEAR AS A SEPARATE ENDORSEMENT CHANGE TO THE INSURANCE POLICY. A BLANKET ENDORSEMENT IS ACCEPTABLE.

The following information is needed on the *public liability and auto liability* additional insurance ENDORSEMENT: Coverage shall be primary and non-contributory.

Endorses the State of California, the Trustees, the University, their agents, officers, and employees as "additional insured." (The certificate of insurance must specifically state this to be valid.)

Deadline for submission of the Certificate of Insurance is **5 working days prior to the start of the event.** Failure to provide the properly executed certificate and endorsement could result in the loss or cancellation of your reservation. A faxed copy of the insurance document will be acceptable until the mailed original has been received.