Office of Administrative Services Risk Management

Insurance Requirements for Non-University of Evansville Events (conducted on UE campus)

The University of Evansville (UE) requires that all non-University Events ("Event" is defined as sport camps, other athletic-related camps, non-athletic or non-sport camps, educational programs, weddings, etc.) provide the Office of Administrative Services with a valid Certificate of Insurance no less than 72 hours prior to the start of such an event. If Event's official representative does not comply with this policy, Event may not be conducted on the UE campus.

The following insurance minimum requirements are necessary for all non-UE sponsored Events conducted on the UE campus.

A. General Liability

For each Event, the following minimums are required:
- Commercial General Liability (each occurrence): $1,000,000
- Personal & Adv Injury: $1,000,000
- General Aggregate: $2,000,000
- Products - Comp/OP Aggregate: $2,000,000
- Fire Legal Liability: $50,000

E. Special Events Insurance

Special Events coverage is a separate policy designed to provide insurance coverage for Event using the UE campus for its own purpose. Event may not have another source for insuring and/or a way of adding UE as an additional insured. By utilizing this program:

- The Event is the named insured and UE is added as an additional insured
- Program provides coverage for named insured and UE for claims against bodily injury liability, property damage liability, personal and advertising liability and the litigation costs to defend such claims
- Coverage is provided for $1 million per occurrence, $2 million if using the UE pool
- No deductible

Application Process

- Event coordinator completes application (see attached) and forwards to Risk Management in the Office of Administrative Services
- Application submitted to EIIA for quote (Quote amount will vary per Event due to multiple factors, but are not limited to attendance/number of participants, length of event, food services, etc.)
- Formal quote emailed to UE
- Premium is to be collected from Event coordinator at time agreement is executed
- UE invoiced each month for events bound within that month
- Upon quote acceptance, a Certificate of Insurance confirming coverage will be emailed to UE