



CSU Bakersfield

University Advancement

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Date: March 6, 2017

To: All off-campus clients/vendors

Subject: Requirements for Insurance for use of facilities at California State University, Bakersfield

The California State University requires that all service contractors/outside organizations provide current evidence of General Liability insurance coverage while performing any work or using facilities at the University in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and Automobile Liability coverage in the amount of \$1,000,000. Evidence of Worker's Compensation is also required. In addition, the service contractors/outside organization is required to provide evidence that the University is named as additional insured on general liability, professional liability and automobile policies and this must be evidenced by an **additional insured endorsement** form to the policy certificate, which must include the following wording:

Per the additional endorsement form XXX, the State of California, the Trustees of the California State University, California State University, Bakersfield (Foundation, Student Union, Student Recreation Center, and Auxiliary for Sponsored Programs, as applicable) and their officers, employees, representatives and volunteers are included as additional insured's with respect to liability arising out of the rental of the facility, including work or operations performed by or on behalf of the renter and materials, parts, or equipment furnished in connection with such work or operations. This insurance is primary and non-contributory over any existing insurance.

The certificates need to indicate that the coverage provided contains the following provisions:

- That the insurer will not cancel or modify the insured's coverage without 30 days prior written notice to the University; and
- The State of California, the Trustees of the California State University, California State University, Bakersfield and their officers, employees, representatives and volunteers will not be responsible for any payments of premiums on the policies.
- The insurance coverage must be provided by a carrier licensed by the State of California to transact insurance and hold a current A.M. Best rating of no less than A: VII.

Please have certificates and endorsements with the wording as shown above emailed to me and follow with the original documents in the mail to my attention at the address listed above. If I can be of any further assistance, please feel free to call me at 661-654-3977.

Sincerely,

Elizabeth Fergon

CSU Bakersfield, Director of Events

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