

## Rowan University Facilities Rental

### Insurance Requirements

It is the Contracting Organization's responsibility to see that the following requirements are met. The University will at its option cancel all functions not meeting the Insurance Requirements one-month prior to the function.

Any use of Rowan University in advertising, recruiting, or promotional material prior to the signing of the contract and/or prior to providing the required insurance certificate is prohibited without written approval by University representatives.

The University does require that each organization provide at its own expense, Comprehensive General Liability Insurance unrestricted by endorsement, in the amount of \$1,000,000 for each occurrence and \$50,000/\$100,000 for property damage.

The Original Certificate of Insurance must be received by the Conference and Event Department at Rowan University. *Please mail the certificate to Rowan University, Student Center Room 205, 201 Mullica Hill Road, Glassboro, NJ 08023.* You may also fax the document to 856-256-5605 (Attn: Jennifer Gradzki). ***This certificate MUST name Rowan University and the State of New Jersey as ADDITIONALLY INSURED.***

Said Certificate shall provide that the insurance may not be cancelled except upon prior notice to the University. In the event of a cancellation, and at the option of the University, this agreement may be terminated as of the effective date of the cancellation.

**NO INDEMNIFICATION CLAUSE OR ANY VARIANCE FROM THE REQUIRED INSURANCE CERTIFICATE WILL BE ACCEPTED.**

All questions on the insurance requirements should be directed to Ms. Jennifer Gradzki at 856-256-5446 (gradzki@rowan.edu).