



## Insurance Requirements for Facility Rentals

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, Commercial General Liability insurance written on an occurrence form including independent contractor liability, products/completed operations liability, fire legal liability and contractual liability, covering but not limited to the liability assumed under the indemnification provisions of this contract. The policy shall not include any endorsement that restricts or reduces coverage as provided by the ISO CG0001 form without the approval of the University.

**The minimum limits of liability shall not be less than a combined single limit of one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) general aggregate, two million dollars (\$2,000,000) product/completed operations aggregate.**

A "per location endorsement" shall be included, so that the general aggregate limit applies separately to the location that is the subject of this contract.

Coverage for Workers Compensation, automobile liability and all-risk property insurance is also required. See Section 14 of the facilities rental agreement for information regarding such required coverage.

The Original Certificate of Insurance must be received by the Conference and Event Services Office with the signed contract. Please mail the certificate to the *Office of Conference and Event Services, Rowan University, Chamberlain Student Center Room 205, 201 Mullica Hill Road, Glassboro, NJ, 08028*. You may also fax the document to 856-256-5605.

**This certificate MUST name **Rowan University, the New Jersey Educational Facilities Authority and the State of New Jersey** as **ADDITIONALLY INSURED**. In addition, **Rowan University, the New Jersey Educational Facilities Authority, and the State of New Jersey** MUST be named under the "CERTIFICATE HOLDER" portion of the document.**

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 Office of Conference and Event Services at 856-256-5446 (ces@rowan.edu).