



Certificate of Insurance Requirements

Types and amounts of coverage have been established by the University for All Parties to show evidence of satisfactory insurance coverage.

Minimum CSU Insurance limits:

- General Liability: Comprehensive or commercial form minimum limits per Occurrence: \$1,000,000.
- General Liability Aggregate: \$2,000,000.
- Employer Liability: \$1,000,000.
- Business Automobile Liability: Minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence
- Workers' Compensation: As required under California State Law
- Excess / Umbrella Liability: \$1,000,000 each occurrence; \$2,000,000 aggregate
- Insurance shall have an A.M. Best's rating of at least A: VII
- All insurance required under this agreement is to be provided on a primary and noncontributing basis and must be reflected as such in the required insurance certificate.

Insurance Requirement Details:

The Certificate of Insurance shall include a description of the event, the date of the event, and the Lessee's name or name of Lessee's organization.

A copy of the certificate of insurance with the minimum insurance requirements shall be submitted to San Francisco State University 5-10 working days prior to the commencement of Lessee's scheduled event of said leased University property and submitted to:

Certificate Holder:

San Francisco State University
ATTN: Jim Tomkins-Raney
800 Font Boulevard
San Francisco, CA 94132
Phone: (415) 405-2220
Fax: (415) 405-0393

The Certificate of Insurance shall provide thirty (30) days advance written notice to San

Francisco State University of any insurance policy cancellation. Lessee's insurance policy must be in effect at all times during scheduled activity, including early arrivals and late departures.

The State of California, the Trustees, and the University, and the employees, officers and agents of each of them will not be responsible for any premiums or assessments on the insurance policy. The agreement may be terminated by either party upon thirty-day (30-days) written notice to either party of this lease agreement.

University Property Management
800 Font Boulevard
San Francisco, CA 94132
PHONE: (415) 405-2220

It is mutually understood and agreed that this lease may not be assigned by the Lessee either in whole or in part, nor shall the Lessee sublet any part of said leased University property.

These are minimum levels of insurance. If you are entering into a contract with the University, please review carefully the requirements as outlined in your contract.

Due to the disclaimer which appears on the back or upper right hand corner of most certificates of insurance forms, San Francisco State University requires a separate additional insured endorsement form. The additional insured clause appearing in the description box of the face of the Certificate is not sufficient.

That the State of California, the Trustees of the California State University, the San Francisco State University and the officers, employees, volunteers, and agents of each of them must be named as additional insured.

THE CERTIFICATE OF INSURANCE MUST SPECIFICALLY STATE THIS TO BE VALID ON THE SEPARATE ADDITIONAL INSURED ENDORSEMENT FORM.