

CHECKLIST FOR INSURANCE REQUIREMENTS

This checklist will assist you in obtaining the required insurance for your event. Failure to provide the requested insurance information within prescribed time limits will result in the cancellation of your event.

- USER shall at its own expense obtain and maintain primary insurance during the term of this Agreement with limits not less than:

Insurance	Limits
General Liability	\$1,000,000 per occurrence
General Aggregate	\$ 2,000,000
*Workers' Compensation	As required under California State Law.
*Employer Liability	\$ 1,000,000
*Business Automobile Liability – for owned, scheduled, non-owned, or hired automobiles	\$1,000,000
*Sexual Abuse and Molestation Liability – for campus and non-campus events including camps, workshops, residential programs and services for protected populations (children, disabled and elderly).	\$1,000,000 per occurrence and \$2,000,000 annual total in addition to the usual, three event related insurances.

**When appropriate*

- User must provide either an endorsement from their insurer stating the following:

The State of California, the Trustees of the California State University, California State University, Long Beach, the Associated Students, California State University Long Beach, Forty-Niners Shops, Inc., and the employees, officers, volunteers, and agents of each of them, are included as additional insured.

Or,

A blanket additional insured endorsement which applies **“Where Required by Contract”**.

- The INSURER'S rating must be AM Best, A VII or equivalent.
- User's insurance must be primary.
- User must provide a Waiver of Subrogation (endorsement required on the workers' compensation policy.)
- The Certificate of Insurance must state that the Certificate Holder is the following:
- Associated Students,
California State University, Long Beach
1212 Bellflower Boulevard
Long Beach, CA 90815**
- Certificate of Insurance is submitted to Associated Students by the deadline; 1 month/30 days prior to event.