This Risk Management Memo provides information concerning Agreements and insurance for the use of off-campus facilities for academic purposes and provides instruction for requesting *Certificates of Insurance* from the office of Safety and Risk Management.

**Background**

Academic instruction often necessitates the use by faculty of off-campus facilities (third parties). In most cases, third parties require proof that the University has insurance to cover costs arising from the campus’ acts or omissions while using the facility. Additionally, many third parties require that the campus indemnify and hold them harmless for liability arising from the campus’ acts or omissions. In support of the indemnification requirement, third parties may require that certain insurance be maintained by the University naming the third party as an additional insured.

**Agreements**

Generally, a representative of the off-campus facility has a written Agreement that must be signed by a representative of the University prior to the use of the facility. *These Agreements are legally binding documents that commit the University to explicit terms and conditions. It is therefore of the utmost importance that the terms and conditions of these Agreements be reviewed for legal requirements, conformance to CSU and CSULB policies, and be reflective of good business and risk management practices.*

In the rare event that the off-campus facility does not have a written Agreement and requires indemnification, the Purchasing Office can assist in the development of an Agreement.

*The President has delegated authority for final review and signature of contractual Agreements to the Director of Procurement and Support Services or his designee. No other persons are authorized to commit the University to contractual terms and conditions contained in a Facilities Use Agreement.*

**Certificates of Insurance**

A *Certificates of Insurance* is a document that provides evidence that the University maintains appropriate insurance at the levels required by the Agreement. A *Certificate of Insurance* does not extend insurance coverage to the third party.

A *Certificate of Insurance with an “additional insured endorsement”* provides evidence that the University maintains appropriate insurance at the levels required by the Agreement and extends insurance coverage to the third party.

**To Request a Certificate of Insurance**

Complete a *Request for Certificate of Insurance* and forward to Safety and Risk Management. If the third party is requesting to be named as an additional insured, a copy of the signed Agreement must be forwarded with your request. The University cannot obtain an *Certificate of Insurance* naming a third party as an additional insured without a written Agreement signed by the Director of Procurement and Support Services or his designee.

A *Certificate of Insurance* will be sent via mail to the third party. A copy of the *Certificate* will be forwarded to you electronically.
For assistance or additional information concerning Agreements, contact the campus Facilities Use Coordinator at 58574.
For assistance or additional information concerning Certificates of Insurance, contact Safety and Risk Management at 52283.

All Risk Management Memo can be found on the University's website at the following web address:
http://daf.csulb.edu/employees/risk_management_memos.html

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