

Facility Scheduling Insurance Requirements:

The following insurance is required with these minimum limits of liability:

1. Auto Liability - \$1,000,000 CSL (including owned, non owned, and hired vehicles)*
2. General Liability - \$1,000,000 CSL per occurrence / aggregate
3. Workers Compensation – Statutory **
4. Employers Liability - \$250,000 / \$500,000 / \$250,000 ***

The user must provide proof of insurance through the issuance of a certificate of insurance, no less than ten (10) calendar days prior to the first date of use, showing the above coverage and limits specified. If the user carries higher limits, such limits must be shown on the certificate. Campbell University, Incorporated has the right to demand a certified copy of any insurance policy. Certificates must be filed with Campbell University, Incorporated Accounting Office before the user is permitted on campus.

* Not required if vendor is not driving on campus.

/ Not required if vendor is sole proprietor or partnership with no employees.

The user is required to add Campbell University, Incorporated to its General Liability and Employers Liability insurance policies with the following wording, “Campbell University, Incorporated, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured.”