



INSURANCE

Proof of Insurance may be required for events that may present a risk of injury to participants or third parties. In such cases, proof of appropriate liability coverage is required prior to approval of the requested event. (WAC 478-136-060).

- ✓ **COVERAGE REQUIREMENTS:** Such liability coverage must:
 - * Provide limits of not less than \$1,000,000 per occurrence
 - * Coverage must be occurrence coverage.
 - * List the Board of Regents of the University of Washington as an “Additional Insured for losses arising from the operations of the Named Insured” and provide certificate of Insurance.
 - * Coverage must be for spectators AND participants.
 - * The Policy must be endorsed as follows and a copy must be forwarded:
“As respects the insured’s operations, this insurance is primary to and non-contributory with any insurance or self-insurance maintained by the University.”
 - * Be on a form and from a carrier acceptable to the Office of Risk Management at the University of Washington.
 - * Participants must sign a waiver releasing the UW of any liability arising out of the event.
- ✓ **ATHLETIC EVENTS:** If the requested use includes participation in athletic events, the policy must include athletic participation. The certificate or attached endorsement must indicate this coverage with limits of not less than \$1,000,000 per occurrence.
- ✓ **ALCOHOL SERVICE:** If the requested use involves the service of alcohol, the policy must include liquor legal coverage. The certificate or attached endorsement must indicate this coverage with limits of not less than \$1,000,000 per occurrence. A Banquet Permit must be submitted as well.
- ✓ **ADDITIONAL SERVICE REQUIREMENTS:** Other additional insurance requirements (such as volunteers, vendors, etc.) may be imposed in response to the nature of the risks presented by the requested use.
- ✓ **SOURCES OF INSURANCE:** The University of Washington does not recommend or guarantee the performance of any particular insurance carrier or broker; however, if you are having difficulty locating special event liability insurance, or want to obtain additional quotations for coverage, the company below may be able to assist you.



Gales Creek Insurance Services
1-800-755-1575

If you have any questions regarding insurance guidelines please contact the HUB Event Services Office in HUB 204L.
Thank you.