



University Licensing 18111 Nordhoff Street, Northridge, CA 91330-8309 818-677-2744

The University Corporation requires a Certificates of Insurance and a separate Endorsement page from all Licensees's renting facilities on the campus.

Licensee shall furnish to University Licensing, **PRIOR** to the event, an underwriter's certificate of insurance stating that there is liability insurance presently in effect for the Licensee with a combined single limit of not less than **\$1,000,000** per occurrence and **\$2,000,000** aggregate; and that vehicle insurance is in effect with a minimum coverage of **\$1,000,000** per occurrence (when applicable). If such insurance is made on a "claims-made" basis, and such coverage is later terminated, or converted to an "occurrence" coverage or visa versa, Licensee shall also acquire "prior acts" or "tail" coverage (as applicable), in the above amounts, covering all periods that event is taking place. **Proof of worker's compensation must also be provided (when applicable).**

Insurance shall be placed with insurers with a current A.M. Best' rating of no less than A:VII.

Certificate Holder: The University Corporation
Attn: University Licensing
18111 Nordhoff Street
Northridge, CA 91330-8309
Fax 818-677-3017

The general liability and automobile liability policies are to include additional insured endorsements that contain the following provisions:

1. **The University Corporation, The State of California; the Trustees of the California State University; California State University, Northridge; and their officers, agents, volunteers and employees** are to be included as additional insured with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Licensee; and with respect to liability arising out of work or operations performed by or on behalf of the Licensee including materials, parts or equipment furnished in connection with such work or operations, General liability coverage is to be provided in an endorsement to the Licensee insurance, or as a separate owner's policy.
2. For any claims related to any project, the Licensee insurance coverage shall be primary insurance as respects to The University Corporation, CSUN, its trustees, officers, employees, representatives and volunteers. Any insurance or self-insurance maintained by The University Corporation, CSUN, its trustees, officers, employees, or volunteers shall be excess of the Licensee's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to The University Corporation and the coverage shall not be cancelled by either party, except at The University Corporation's agreements termination date or prior written notice by certified mail, return receipt requested, has been given to the University Licensing.
4. All rights of subrogation under the insurance policies have been waived against The University Corporation and CSUN.

For your convenience, I have included an endorsement form that may be used by your insurance carrier to fulfill these requirements for each line of coverage. **Please fill in the blanks with the proper information.** Certificates of Insurance are subject to the approval of University Licensing, and **the Licensee agrees that no event shall be held prior to the insurance approval.**

IMPORTANT: If Worker's Compensation and/or Auto Liability are not included on the Certificate of Liability please sign the Waiver forms included in this packet and submit to TUC with the Certificate of Liability and the Additional insured endorsement.

If you have any questions please contact Heather Cairns at (818) 677- 2744 or email heather.cairns@csun.edu.



INSURER: _____

POLICY NUMBER: _____

INSURED: _____

POLICE EFFECTIVE DATE: _____

THIS ENDORSEMENT CHANGES THE POLICY, PLEASE READ IT CAREFULLY

ADDITIONAL INSURED- OWNERS, LESSES OR CONTRACTORS (FORM B)

This endorsement modifies insurance provided under the following:

(INDICATE COVERAGE) _____

SCHEDULE:

Name of Organization: The University Corporation, the State of California; the Trustees of the California State University; California State University, Northridge; and their officers, agents, volunteers and employees.

WHO IS INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you.

- 1. This insurance shall be primary as respects the insured shown in the schedule above, or if excess, shall stand in an unbroken chain of coverage excess of the Named Insured's scheduled underlying primary coverage. In either event any other insurance maintained by the Insured scheduled above shall be in excess of this insurance and shall not be called upon to contribute with it.**
- 2. The insurance afforded by this policy shall not be canceled except after thirty, (30) days prior written notice by certified mail return receipt requested has been given to the University Licensing Office.**
- 3. All rights of subrogation under the insurance policy listed above have been waived against The University Corporation and California State University, Northridge.**
- 4. The University Corporation, The State of California, the Trustees of the California State University, the University, their officers, employees, representatives, volunteers, and agents shall not by reason of their inclusion as additional insureds incur liability to the insurance carriers for payment of premiums for such insurance.**

Signature (Must Be an Authorized Representative of the Insurance Carrier)

Print name

Insurer's address

Insurer's contact number