



**University Licensing** 18111 Nordhoff Street, Northridge, CA 91330-8309 818-677-2628

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The University Corporation requires a Certificate 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. Coverage to apply on a Primary Non-Contributory Basis and Policy to include endorsement containing Waiver of Subrogation applying to General Liability and Auto Liability.

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 Philia Militante at (818) 677- 2628 or email [philia.militante@csun.edu](mailto:philia.militante@csun.edu).